

**FREEDOM OF INFORMATION  
AND  
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION  
SECURITY INDEX**

**FILE NUMBER: 100-358086**

**SECTION : 30**



**FEDERAL BUREAU OF INVESTIGATION**

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## **NOTICE**

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Assistant Attorney General  
[REDACTED]

UNRECORDED  
August 18, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM  
FBI File [REDACTED]

Reference is made to the list of individuals  
whose names appear on the Security Index. General

I wish to advise that the individual  
previously carried as [REDACTED]  
is now listed as [REDACTED]

cc - Bufiles [REDACTED]

JLM:nnv  
*nnv*

YELLOW  
DUPLICATE  
AUG 18 1954  
MAILED

NOT RECORDED  
177 AUG 19 1954

UNRECORDED  
8-17-54

(N) KEY FACILITIES - PLANT INFORMANTS -- Your attention is directed to paragraph M of SAC Letter 53-12 dated February 3, 1953, and SAC Letter 54-8 dated February 9, 1954, with which all continental offices were furnished appropriate State Sections of the Seventh Edition of the Department of Defense Master Geographical Key Facilities List designated as KFL(G). You were advised at that time that the Department of Defense would, from time to time, issue corrected pages to reflect additions, deletions and other changes.

Due to the many changes the Department of Defense has prepared the Eighth Edition of the Key Facilities List which is dated August 10, 1954, and referred to as KFL(H). You will note that each line in which a change has occurred has been appropriately marked; however, many of the changes recorded in the new KFL(H) will have no effect upon the operations of the Bureau.

The bottom of each page of this new edition of the KFL is marked "original." You will note a column on the extreme right of each page headed "CH. NO." The appearance of the letter "h" in this column represents a change in the line opposite that letter. For example, if the address of a facility was previously listed incorrectly and is now being corrected and no other changes with respect to that facility have been made, the symbol will appear only opposite the line reflecting the address of the facility. If a new facility has been added the symbol will appear opposite each line pertaining to the facility such as the name, address and products involved. In such latter case the letter "h" may appear three or more times with respect to the one facility. If a facility has been deleted the geographical reference number will appear in the KFL(H) with the word "deleted" followed by the letter "h." In such cases it will be necessary to refer to the KFL(G) now in your possession to determine the name of that facility. In such instances a notation should be made in your file covering this facility that the facility involved was deleted from the Key Facilities list by KFL(H).

It will also be noted that in a few instances the geographical reference number has been changed. This has occurred in those instances in which the facility was originally listed in your city or town and later determined to be located in another city or town. Due to its change in locality and its subsequent change of position in the Key Facilities List, the Department of Defense has assigned a different geographical reference number. All such changes are



8-17-54

appropriately marked in the KFL(H). Any changes in the enclosed KFL(H) which will affect the data appearing on Security Index cards of subjects employed in Key Facilities must be carefully checked through your Security Index and corrected forms FD-122 submitted to the Bureau in accordance with the instructions contained in Paragraph N of SAC Letter 53-12.

Each office with the exception of the Anchorage, Honolulu and San Juan Offices is being furnished appropriate State Sections and forewords of the KFL(H) with this SAC Letter. Those offices covering only portions of a State will receive complete State Sections. KFL(G) furnished you with SAC Letter 54-8 should be destroyed when it is no longer needed to assist you in making the necessary corrections and adjustments in connection with the Plant Informant and Security Index Programs.

(o) SECURITY INDEX - ADMINISTRATIVE PROCEDURES -- Your attention is directed to Section 87C, 7b(5)(e), which relates to the designation on the Security Index cards of the organizational affiliation or nationalistic tendency of the subjects concerned.

Under existing procedure the Security Index cards of those individuals identified with the Muslim Cult of Islam, the Johnson-Forest Group and the Socialist Union of America, have been tabbed for the "Miscellaneous" category. The Muslim Cult of Islam is, of course, identified as a radical Negro organization, while the latter two groups represent factions which have split from the Socialist Workers Party to become independent and autonomous Trotskyite groups.

In order to identify more readily the members of the above organizations in the Security Index without the necessity of reviewing all the "Miscellaneous" cases, Bureau procedure is being amended to require that the organization affiliation of members of the Muslim Cult of Islam, the Johnson-Forest Group and the Socialist Union of America be specifically noted on the Security Index cards as "MCI," "JFG" and "SUA," respectively.

Procedure is being further amended to delete from the list of organizations and nationalistic tendencies under the Manual of Instructions heading cited previously, herein, the reference to the Independent Labor League and Revolutionary Workers League. It is to

8/17/54  
SAC LETTER NO. 54-42

be noted that these groups are no longer active and if in the future any Security Index cards are predicated upon prior affiliation or activity in behalf of these organizations they will be tabbed as "Miscellaneous."

The interested offices affected by these changes will be furnished separately with lists of those individuals whose Security Index cards are currently tabbed "Miscellaneous." Upon receipt of these lists they should be reviewed against the individual case files and Form FD-122 submitted in each case in which changes are necessary as a result of the above amendments in procedure.

Appropriate changes in the Manual of Instructions will be forwarded to you in the near future.

8-17-54

(P) SECURITY INDEX (REFERENCE TO SECURITY INDEX DATA IN REPORTS AND CORRESPONDENCE) -- It has been observed that correspondence and reports relating to Security Index subjects frequently will be received at the Bureau which contain information concerning the subject which differs from that appearing on his existing Security Index card. This is particularly true in those instances where the reports reflect a change of title or where the correspondence and reports reflect current places of residence and employment other than those which appear on the subject's Security Index card. In such instances, it has been frequently necessary to request that the field office submit Form FD-122 reflecting the current information to amend the existing Security Index card. As you are aware, it is imperative that the information appearing on a Security Index card be current and accurate at all times. In the future, to insure that the data included on a Security Index card is up to date, you are instructed in each letter and report which contains data affecting a subject's Security Index card to indicate in the letter or on the administrative pages of the reports the following information: (1) that the subject is included in the Security Index; (2) that the data appearing on the Security Index card is current and accurate or that the Security Index card should be amended; (3) if a change on the Security Index card is necessary that Form FD-122 to reflect the current data has been submitted.

UNRECORDED

8-25-54

PROPOSED CHANGE  
IN SECTION 87-C  
MANUAL OF INSTRUCTIONS

Add as a final paragraph to page 44a under "Administrative Data" the following:

In all reports relating to Security index subjects which contain data affecting the material included on the subject's existing Security Index card, the administrative pages of the report shall indicate (1) that the subject is included in the Security Index; (2) that the data appearing on the Security Index card is current or requires change; (3) where changes are necessary that Form FD-122 has been submitted to the Bureau.

UNRECORDED

8-25-54

PROPOSED CHANGE  
IN SECTION 87-C  
MANUAL OF INSTRUCTIONS

Add to Section 87-C-7 (3), page 31b as a final paragraph to the section captioned "Changes, Additions and Deletions of Data Appearing on Security Index Cards," the following:

In all correspondence and reports containing data affecting the material appearing on existing Security Index cards, the letter or the administrative pages of the report shall indicate (1) that the subject is included in the Security Index, (2) that the data appearing on the Security Index card is current or that it requires change, (3) where change is necessary that Form FD-122 to amend the Security Index card has been submitted.

FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 8/23/54

FROM :

SUBJECT:

SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship, and others on one of the "Special Lists." A Key to the abbreviations is also included.

These statistics are based on Statistical Section records as of August 15, 1954.

Attachments



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SECURITY INDEX CARDS STATISTICS - FIELD OFFICE  
 PAID BY NATIONAL UNION BUDGETARY ACT OF 1954

NAME	(3) NATIONALITY ORIGIN OR ORGANIZATION AFFILIATION												(4)*				(5) SEX		(6) CITIZENSHIP STATUS				(7) AGE		REMARKS
	AM	CA	EU	AS	AF	LA	ME	SO	SI	UN	OT	VS	MC	CS	KN	TF	MALE	FEMALE	AC	NA	AI	UN	1	2	
TOTAL	25,559	21,443	1	204	445	37	1	42	793	24	6	2	10,790	8,163	1,153	49	16,352	9,267	19,533	5,362	577	142	10,037	4,526	256
ALB	1	1											106	26	22		177	106	221	6	6	6	209	21	2
AND	1	1											20	17	6		25	17	47	2	3		49	1	1
ARM	1	1											11	7			22	6	24	6			25	3	
ATN	1	1											5	6			12	4	12	1			4	4	
AUS	1	1											103	117	45		203	139	260	76	7		234	42	
BAL	1	1											6	3	3		7	4	11				9	2	
BAN	1	1											260	207	28	3	422	226	501	139	5	4	635	49	
BAR	1	1											156	17	26	1	175	87	315	35	7	4	234	37	
BEL	1	1											61	27	10		67	26	77			1	43	1	
BEN	1	1											32	27	2		34	17	61				43	6	
BGR	1	1											697	508	122	6	1055	601	1005	376	40	10	1250	292	7
BHU	1	1											10	43	16		120	65	150	34	3	1	151	43	
BOL	1	1											362	265	60	3	469	218	502	123	5	2	633	82	1
BOS	1	1											27	19	4		35	16	68		2		47	4	
BRA	1	1											78	53	15		116	63	156	13	6	5	163	14	2
BRE	1	1											693	513	50	3	967	496	932	390	52	7	1154	210	6
BRI	1	1											0	7	2		12	6	12	1	2		15		
BRO	1	1											40	8	16		66	19	72	6	6	1	30	1	53
BUL	1	1											41	20	8		63	19	64	6	4		50	15	1
BUR	1	1											121	101	15	1	191	81	192	65	4	7	234	38	
BUT	1	1											16	11	3		33	12	42	3			42	3	
BYU	1	1											3	2			5	3	8				6		
CAN	1	1											13	5	1		15	3	16	2			11	7	
CAS	1	1											1616	1132	103		2285	1767	3013	960	81	8	3401	215	30
CAT	1	1											20	13	2		21	0	30				27	3	
CEA	1	1											13	10	2		18	7	26	1			18	7	
CEB	1	1											57	37	4		84	46	79	43	4	2	124	3	1
CEC	1	1											123	112	0	1	217	93	247	53	4		242	14	4
CEI	1	1											173	158	23	2	346	173	438	73	6	2	502	10	1
CEJ	1	1											3	1			4		6				1	3	
CEK	1	1											625	512	69		583	270	648	180	11	4	777	71	5
CEL	1	1											184	165	36	1	325	198	362	161	8	2	433	34	1
CEM	1	1											36	23	6		57	22	67	0	2	1	59	12	1
CEN	1	1											2625	1966	170	16	4133	2460	4221	1577	171	44	6054	460	74
CEO	1	1											6	4	1		14	2	11	5			12	4	
CEP	1	1											19	10	5		27	11	37	1			30	8	
CEQ	1	1											21	17	2		35	14	48	2			46	4	
CER	1	1											466	397	64	5	736	433	917	261	11		1054	114	1
CES	1	1											30	16	2	1	62	20	63	25	2	1	40	5	
CEU	1	1											177	140	33	1	310	162	290	110	10	2	350	50	
CEV	1	1											81	68	10		150	66	180	22	4	1	213	2	1
CEW	1	1											11	0	6		16	0	22	2	1		21	4	
CEX	1	1											95	60	25		115	50	166	24	3	1	133	41	
CEY	1	1											37	27	7		67	27	71	3			69	5	
CEZ	1	1											11	3	2		15	11	22	2	2		25	1	
CHA	1	1											87	41	6		122	81	145	36	10	2	188	13	2
CHB	1	1											1163	810	83	2	1363	668	1883	343	57	8	2042	204	40
CHC	1	1											246	115	16	1	370	36	402	3	1		349	48	9
CHD	1	1											3	3			4	2	8				5	3	
CHE	1	1											284	228	20	2	427	236	593	50	14	6	612	45	6
CHF	1	1											40	33	5		68	26	75	18			81	13	
CHG	1	1											108	81	12		147	104	184	59	7	1	220	31	

\* Items do not add to total column due to included in Sections 3, 5, 6 and 7.

\*\* Items omitted in FDE of Special Section.



*Office Memorandum* • UNITED STATES GOVERNMENT

TO

DATE: 8/27/54

FROM

SUBJECT: SECURITY INDEX

During the past week, 65 cards were added to the Security Index and 12 cards were cancelled, a net increase of 53 cards.

The Security Index count as of today is 25,695.

ACTION:

None. This is for your information.

August 27, 1954

SAC, Baltimore

Director, FBI (

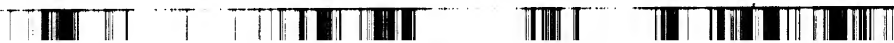
SECURITY INDEX - ADMINISTRATIVE PROCEDURES

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Reference is made to SAC Letter 54-42 (0) of August 17, 1954, relating to the tabbing of the Security Index cards of those subjects identified with the Muslim Cult of Islam, Johnson-Forest Group and the Socialist Union of America.

Enclosed for your offices are the respective lists of Security Index subjects whose cards are presently tabbed as "Miscellaneous," including the names of members of or adherents to the above organizations.

You should review these cases and submit FD's 122 to permit tabbing as "MCI," "JFG," or "SUA," whichever is appropriate in the individual cases, pursuant to the provisions in the fifth paragraph of the above-cited portion of SAC Letter 54-42.

The Bureau should be advised by letter under the above caption when the required action has been taken, returning therewith the enclosed lists.



(O) SECURITY INDEX - ADMINISTRATIVE PROCEDURES -- Your attention is directed to Section 87C, 7b(5)(e), which relates to the designation on the Security Index cards of the organizational affiliation or nationalistic tendency of the subjects concerned.

Under existing procedure the Security Index cards of those individuals identified with the Muslim Cult of Islam, the Johnson-Forest Group and the Socialist Union of America, have been tabbed for the "Miscellaneous" category. The Muslim Cult of Islam is, of course, identified as a radical Negro organization, while the latter two groups represent factions which have split from the Socialist Workers Party to become independent and autonomous Trotskyite groups.

In order to identify more readily the members of the above organizations in the Security Index without the necessity of reviewing all the "Miscellaneous" cases, Bureau procedure is being amended to require that the organization affiliation of members of the Muslim Cult of Islam, the Johnson-Forest Group and the Socialist Union of America be specifically noted on the Security Index cards as "MCI," "JFG" and "SUA," respectively.

Procedure is being further amended to delete from the list of organizations and nationalistic tendencies under the Manual of Instructions heading cited previously, herein, the reference to the Independent Labor League and Revolutionary Workers League. It is to

8/17/54  
SAC LETTER NO. 54-42

-1736

ENCLOSURE

ENC 1



be noted that these groups are no longer active and if in the future any Security Index cards are predicated upon prior affiliation or activity in behalf of these organizations they will be tabbed as "Miscellaneous."

The interested offices affected by these changes will be furnished separately with lists of those individuals whose Security Index cards are currently tabbed "Miscellaneous." Upon receipt of these lists they should be reviewed against the individual case files and Form FD-122 submitted in each case in which changes are necessary as a result of the above amendments in procedure.

Appropriate changes in the Manual of Instructions will be forwarded to you in the near future.

ENC 2

OFFICE OF THE ATTORNEY GENERAL • UNITED STATES GOVERNMENT

TO :

DATE: 9/3/54

FROM :

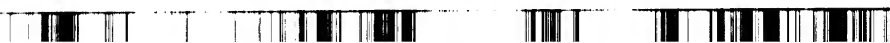
SUBJECT: SECURITY INDEX

During the past week, 47 cards were added to the Security Index and 11 cards were cancelled, a net increase of 36 cards.

The Security Index count as of today is 25,731.

ACTION:

None. This is for your information.



9-7-54

SAC Letter 54-37

9-11-54

(E) SECURITY INDEX CARDS - DATA TO BE LISTED ON REVERSE SIDE -- Your attention is directed to SAC Letter 5426 dated May 18, 1954, under the above caption and to SAC Letter 54-37 dated July 20, 1954, under the caption "Security Index - FD-186."

You will note from a review of the data of a descriptive nature listed on FD-186 that provision is made for inclusion on the reverse side of the subject's Security Index card maintained in the field reference to the subject's fingerprint classification and FBI or Police number.

For your information the Bureau is currently reviewing the identification records concerning each Security Index subject against whose name a Security Index card has been posted. During the course of this review you will be furnished with the FBI number and fingerprint classification of each Security Index subject who is the subject of a Security Index card. It is recognized that in many instances your current Security Index cards will contain information on their reverse side relating to the subject's FBI number and fingerprint classification. Upon receipt of information from the Bureau relative to this descriptive data it should be reviewed against the information now appearing on your existing Security Index cards. In those cases where such information is not now set forth it should be added to the pertinent cards. In the future in all instances in which Security Index cards are posted you will be advised of the subject's FBI number and fingerprint classification so that this information may be included on the Security Index cards of your office.

## Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: 8/27/54

FROM

SUBJECT: EMERGENCY DETENTION PROGRAM

Bufile

My memorandum of 7-29-54 summarized previous communications in which we had followed the Department closely on the matter of approval for the Security Index of U. S. Government, United Nations, Foreign Government and Atomic Energy Program employees, the specifically named prominent individuals not presently included in the Security Index and other specific types of cases in which unusual or peculiar circumstances exist. You will recall that the Department discontinued the general review of Security Index cases in November, 1953, for budgetary reasons.

My memorandum of 7-29-54, above, indicated that the Department had begun to take action on the above types of cases pointing out that by memorandum of 7-15-54 the Attorney General advised that he had been assured by Assistant Attorney General that these cases were being given the highest priority in the Internal Security Division of the Department. My memorandum also made reference to the fact that on the preceding date, 7-28-54, the Attorney General in conversation with the Director stated he was glad that was moving along on the Security Index cases. It was noted that by memorandum of 7-23-54 had advised us that 4 individuals whose Security Index cards are maintained in the Foreign Government employees breakdown of the Special Section of the Security Index had been approved by the Department.

During the past month in separate memoranda of August 6, August 13 and August 20, 1954, has advised of the approval of 3 additional subjects. The first 2 memoranda advised of the approval of subjects and also carried in the Foreign Government employees breakdown, above. The third memorandum dated 8-20-54 advised that one of the specified prominent individuals, should be included in the Security Index. By letters dated 8-26-54 the Bureau acknowledged memorandum of 8-20-54 and instructed the Albany Office to submit FD-122 immediately to place Cameron in the Security Index.

**ACTION:** This is for your information. We will continue to follow the progress of the Department closely to insure that the review to which the Department is committed goes forward and we will bring any developments to your immediate attention upon receipt.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 7, 1954

FROM :

SUBJECT: SECURITY INDEX  
EMERGENCY DETENTION PROGRAM

Attached is my memorandum of August 27, 1954, noting that the Department has begun to take action in their review of Security Index cases involving U. S. Government, United Nations, Foreign Government and Atomic Energy Program employees as well as certain specifically named prominent individuals not presently included in the Security Index.

It is noted that as of the time of the preparation of the attached memorandum, a total of 7 subjects had been approved for inclusion in the Security Index - 6 cases in which the Security Index cards of the subjects are maintained in the Foreign Government employees breakdown of the Special Section of the Security Index and one of the specified prominent individuals,

The Director has noted on the above memorandum of August 27, 1954, "Let me have weekly report of status. H."

Since the preparation of the attached memorandum we have received communications from the Department dated August 27 and August 30, 1954, in which they have indicated approval for two additional prominent individuals, and appropriate action has been taken to place the latter two subjects in the Security Index.

ACTION:

None. This is for your information. We will henceforth submit memoranda each Friday setting out the progress of the Department in reviewing these cases in line with the Director's instructions.



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Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 9/1/54

FROM :

Executives Conference

SUBJECT:

SUGGESTION NO. 643-54  
MADE BY SALT LAKE CITY OFFICE  
SECURITY INDEX CASES

In accordance with SAC Letter #54-36 (Q) dated 7/13/54 which requested the field to submit their thoughts relative to further streamlining the Bureau's work, the following suggestion was received.

SUGGESTION:

That cases involving Security Index subjects other than Key Figures, top functionaries, and employees of key facilities, be maintained by the field in a pending inactive status rather than in a closed status.

PRESENT PROCEDURE:

These cases are kept in a closed status and reopened once a year to prepare a report and for determination of whether the subject is to be continued in the Security Index. A check is made of residence and employment every six months.

ADVANTAGES:

(1) More accurate portrayal of case load and volume of work. (2) Files would be maintained in the pending section and would be more convenient for filing serials, which is necessary and regular in most of these cases. (3) Savings of clerical time in reopening and closing and removing from pending to closed section and vice versa. (4) Files would be maintained as are other cases and special rules and exceptions would not be necessary. Cases could be handled on regular tickler rather than on special administrative tickler.

DISADVANTAGES:

None noted by person submitting suggestion.

OBSERVATIONS:

Mr. \_\_\_\_\_, Domestic Intelligence Division, believes this suggestion should not be adopted. In routine

Memorandum to

Security Index cases, the investigation is placed in a closed status upon preparation of a Security Index card, and is reopened only in instances where a yearly summary report must be submitted and where information is received which requires additional investigation. In the vast majority of cases, these investigations will be reopened only at yearly intervals. Should these cases involving Security Index subjects be maintained continuously in a pending inactive status, a false picture of the case load of the individual offices would be set forth, particularly relating to pending matters on hand in a particular office. Key Figure and Key Facility cases are maintained in a pending active status because of the requirement that those cases be the subjects of reports at six-month intervals. Top functionaries are the subjects of reports at quarterly intervals.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 8/30/54, composed of Messrs. recommends unanimously unfavorable for the reasons indicated herein.

643-54

1. Suggestion

It is suggested that cases involving Security Index subjects who are not key figures or top functionaries or employed in key facilities be maintained in a pending inactive status in a field office instead of in a closed status.

2. Present Procedure

Cases are kept in a closed status and reopened once a year to prepare a report and for determination of whether the subject is to be continued in the Security Index. A check is made of residence and employment every six months.

3. Advantages

The case load and volume of work are more accurately portrayed. The files would be maintained in the pending section and would therefore be more convenient for filing serials, which is necessary and regular in most of these cases.   
Savings in opening and closing and removing from pending to closed section and vice versa would be saved.   
Files would be maintained as are other cases and special rules and exceptions therefore not necessary. The case could be handled on regular tickler rather than on special administrative tickler.

4. Disadvantages

None.

5. Recommendation

I recommend the suggestion be adopted.

Enc 1

ENCLOSURE



1742

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR,

DATE: 9/9/54

FROM :

SUBJECT: SECURITY INDEX - *Don't*  
Bufile

The following is a report of the increase in the Security Index since the last count was furnished to you on August 13, 1954.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
August 14-20	55	15	40
August 21-27	65	12	53
August 28 - Sept. 3	47	11	36
September 4-9	46	15	31
	<u>213</u>	<u>53</u>	<u>160</u>

For your information, during the preceding four-week period 180 cards were added and 74 cards were cancelled, a net increase of 106 cards.

The Security Index count as of today is 25,762.

ACTION:

This is for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9/8/54

TO :

FROM :

Executives Conference

SUBJECT:

SUGGESTION NO. 714-54  
MADE BY SPRINGFIELD OFFICE

In accordance with SAC Letter #54-36 (Q) dated 7/13/54 which requested the field to submit their views on ways to further streamline the Bureau's work, the following was received.

SUGGESTION:

Discontinue running the yearly tickler on closed files pertaining to Security Index subjects in order to submit the yearly report, and use Form FD-154 (Verification of Information on Security Index Cards) in place of this yearly tickler.

PRESENT PROCEDURE:

Under existing instructions the field is required to submit an investigative report concerning each Security Index subject one year following the date of submission of a summary report which places the investigation in a closed status. In this manner each investigation relative to a Security Index subject is brought up to date on a yearly basis. At the time the case is reopened the investigation is re-evaluated to determine whether the maintenance of the subject's Security Index card continues to be justified in light of the subject's activities as of the time the case is reopened.

The field is required on a semiannual basis, through use of Form FD-154, to verify the employment and residence of each Security Index subject. (Sample of FD-154 attached.)

ADVANTAGES:

It would eliminate use of an extra administrative tickler on each closed file concerning an SI subject and would eliminate the unnecessary handling of a file on at least one occasion by clerks and supervisory personnel.

DISADVANTAGES:

Domestic Intelligence Division,  
states it should be noted that verification of residence and

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employment will, in many instances, vary depending upon information which is channeled to the subject's file. Should information affecting subject's residence and employment be received other than on the occasions when the verification would have been made on a six-month basis, the original tickler to verify residence and employment on a six-month basis would be amended by the field, and in some instances the case would not, therefore, be reviewed for the purpose of the yearly report.

It is further noted this suggestion would appear to be limited in its application to those offices which have a relatively small number of Security Index cards and where the assignment of Form FD-154 to verify the residence and employment of the subject is handled by the Supervisor who likewise handles the reopening of security investigations for the purpose of the annual report. In larger offices which have the large bulk of Security Index subjects, it should be noted the employment and residence verifications and reopening of security investigations for the purpose of the annual report are two separate and distinct operations handled by two separate field office desks.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:nfp 9/8/54

The Conference composed of Messrs. [redacted] recommend unanimously that the present procedure be continued.

1743

VERIFICATION OF INFORMATION ON SECURITY INDEX CARD

MEMORANDUM

RE:

This Office File

The following is the most recent place of employment, employment address, and residence address of the above subject as contained on the subject's security index card.

Employment:

Address:

Residence:

Remarks:

It is requested that the place of employment, address of employment, and the residence address of the subject be verified and the proper notation be made below:

Employment:

Address:

Verified By:

Method of Verification:

Date:

Residence:

Verified By:

Method of Verification:

Date:

The security index card on this subject should be revised if any changes are noted above.

ENC 1



1. SUGGESTION

Discontinue running the yearly tickler on closed files pertaining to SI subjects in order to submit the yearly report. Use the FD-154 in place of this yearly tickler.

2. PRESENT PROCEDURE

A report is due on a yearly basis after the original summary report is written and this necessitates a yearly administrative tickler.

3. ADVANTAGES

- A. It eliminates the use of an extra administrative tickler on each closed file concerning an SI subject.
- B. It eliminates the unnecessary handling of a file on at least one occasion by clerks and supervisory personnel.
- C. At the present time the file is handled at least twice a year when the FD-154 is prepared and the file is adequately reviewed at that time.
- D. These closed files are also reviewed by the supervisory staff whenever copies of disseminating memoranda are placed in the particular closed case file.
- E. It is felt that Items C and D afford adequate review by supervisory personnel to insure that a yearly report is forthcoming.

4. DISADVANTAGES

None

5. RECOMMENDATION

I recommend that the submission of a yearly report be administratively handled at the same time the FD-154 is prepared if a report is necessary at that time.

ENC 2



## Office Memorandum • UNITED STATES GOVERNMENT

DATE: August 18, 1954

TO :

FROM :

SUBJECT: SUGGESTION 714-54  
STREAMLINING (FIELD OFFICE ADMINISTRATIVE  
PROCEDURE FOR OPENING SECURITY MATTER  
INVESTIGATIONS FOR THE PURPOSE OF SUBMITTING  
A YEARLY INVESTIGATIVE REPORT)

The attached suggestion which originated in the Springfield Office proposes that the yearly tickler maintained on closed files in Security Index cases for the purpose of reopening the case to submit a yearly report be discontinued. The suggestion provides that Form FD-154 be used in lieu of the yearly tickler.

OBSERVATION

Under existing instructions the field is required to submit an investigative report concerning each Security Index subject one year following the date of the submission of a summary report which places the investigation in a closed status. In this manner each investigation relative to a Security Index subject is brought up to date on a yearly basis. At the time the case is reopened the investigation is re-evaluated to determine whether the maintenance of the subject's Security Index card continues to be justified in light of the subject's activities as of the time the case is reopened.

Pursuant to existing instructions the field is required on a semiannual basis, through the use of Form FD-154 to verify the employment and residence of each Security Index subject.

On its face it would appear that this suggestion has merit as it would eliminate the maintenance of one tickler and provide for a consolidation of field office administration whereby the Security Index case would be reopened at the time Form FD-154 is prepared to verify the subject's residence and employment which would be approximately one year from the date that the case was closed and a summary report submitted. It should be noted, however, that the verification of residence and employment will in many instances vary depending upon information which is channeled to the subject's file. Should

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information affecting the subject's residence and employment be received other than on the occasions when the verification would have been made on a six month basis the original tickler to verify the residence and employment on a six month basis would be amended by the field and in some instances the case would not, therefore, be reviewed for the purpose of the yearly report. Furthermore, it would appear that this suggestion would be limited in its application to those offices which have a relatively small number of Security Index cards and where the assignment of Form FD-154 to verify the residence and employment of the subject is handled by the Supervisor who likewise handles the reopening of security investigations for the purpose of the annual report. In those larger offices which have the large bulk of the Security Index subjects, it should be noted that the employment and residence verifications and the reopening of the security investigation for the purpose of the annual report are two separate and distinct operations handled by two separate field office desk.

RECOMMENDATION

That this memorandum be referred to the Training and Inspection Division to indicate that the Internal Security Section does not agree with this suggestion because of its limited application to the small offices and because it would be impractical to maintain a dual purpose tickler because of the fluctuating dates on which the subject's Security Index card information relative to employment and residence verifications would be channeled into his field office case file.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 13,  
1954

FROM :

SUBJECT: SUGGESTION #643-54  
STREAMLINING  
(PENDING INACTIVE STATUS OF SECURITY  
INDEX SUBJECT INVESTIGATIONS)

The above-mentioned suggestion proposes that cases involving Security Index subjects other than key figures, top functionaries and employees of key facilities, be maintained by the field in a pending inactive status rather than in a closed status.

The suggestion indicates that these cases are reopened once a year to prepare a report and to consider the justification for an individual's continued inclusion in the Security Index.

OBSERVATIONS:

It is believed that the above suggestion is undesirable. In routine Security Index cases the investigation is placed in a closed status upon preparation of a Security Index Card and is reopened only in those instances where a yearly summary report must be submitted and where information is received which requires additional investigation. In the vast majority of cases, these investigations will be reopened only at yearly intervals. Should these cases involving subjects included in the Security Index be maintained continuously in a pending inactive status, a false picture of the case load of the individual offices would be set forth, particularly as it would relate to the total pending matters on hand in a particular office. Key Figure and Key Facility cases are maintained in a pending active status because of the requirement that those cases be the subjects of reports at six-month intervals. Top functionaries are the subjects of reports at quarterly intervals.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division to indicate that the Internal Security Section does not favor the adoption of the above suggestion.

UNRECORDED

9-16-54

PROPOSED CHANGE  
SECTION 87 C  
MANUAL OF INSTRUCTIONS

Amend first paragraph under Section 87 C, 7b, (5), (q) to read as follows:

"If any of the above items are missing at the time the Security Index is prepared, with the exceptions of a photograph and Security FLASH Notice, the case should be continued as pending and investigation conducted to obtain the necessary information. Upon the posting of Security Index FLASH Notices in the individual Security Index cases, the field will be furnished the FBI number and fingerprint classification. Upon receipt of such data, they should be affixed to the reverse sides of the geographic Security Index cards."

9/9/54

SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS  
Bufile

My memorandum of August 5, 1954, noted that the question of resumption of captioned program by the New York Office had been analyzed during the inspection of that office in early December, 1953, and again during the self-inspection of the New York Office in June, 1954. In both instances it had been concluded that, in view of the manpower required to prepare the summary reports, it was preferable to utilize the New York Agents to the fullest extent in the development of all pending security cases looking toward the adding of additional names to the Security Index. It was observed that the Security Matter - C cases represent a "grass roots" program which should go forward with emphasis in order that all cases pertaining to potentially dangerous persons might be investigated and reported with minimum delay in order that their names might be added to the Security Index.

Bulet of July 2, 1954, addressed to the SAC in New York personally, in commenting on the results of the June self-inspection, suggested that consideration might be given to the reinstitution of the summary report program on a limited basis when circumstances might permit.

Bulet of August 5, 1954, accordingly instructed New York to reanalyze their situation to determine if the summary report program might be reinstituted under the above circumstances, and to submit their recommendations in that regard.

Attached is New York letter of August 24, 1954, in reply, which points out that the considerations preventing their resumption of the summary report program, even on a limited basis, still obtain. It is stated that the reorganization of the security squads in that office is expected to reduce their delinquency and improve their operations, but that to date its advantages have not been fully effected by virtue of the reassignment of 2,000 cases.

From a review of the New York letter, it does not appear that the resumption of the summary report program is feasible at this time.

The administrative report of the New York Office received and reviewed at the Bureau on 9-7-54, reflects no appreciable change in the condition of their security work as contained in the attached letter. Although cases in the classification cases have decreased from 1,509 to 1,379, classification cases have increased from 4,161 to 4,208. Although delinquent items in the large security classifications have been reduced from 2,225 to 2,116, the security delinquency has dropped only one per cent, from 39% as of 7-31-54 to 38% as of 8-31-54. A separate letter we are taking up the delinquency problem with New York in detail.

As you know, one of the major benefits derived from the summary report program has been the thorough, searching review of our Security Index cases. With the preparation of the summaries, we are assured that the case is entirely up to date and that the cases concerned are in a maximum state of readiness in the event the Emergency Detention Program is placed in operation. Our concern with the New York Office is in regard to those cases in which reports have not been submitted over extended periods of time. While these cases may remain entirely sound, the result is that much of the recent, and for that reason, cogent, subversive data on these subjects are unreported.

Until such time as the summary report program can be reinstituted on a full scale in New York, it appears most expedient that New York in reopening any of their Security Index cases, do so on a selective basis, with particular emphasis upon those cases in which reports have not been submitted for protracted periods. We are proposing that New York initiate procedure with this in mind and set up a system to reopen their cases on a chronological basis.

RECOMMENDATION:

If you approve, there is attached a letter to New York concurring with their recommendation that the summary report program not be reinstituted in that office at this time, and containing instructions along the lines set out in the preceding paragraph.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE September 17, 1954

FROM :

SUBJECT: SECURITY INDEX

During the past week 49 cards were added to the Security Index and 20 cards were canceled, a net increase of 29 cards.

The Security Index count as of today is 25,800.

## ACTION:

None. This is for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE:

September 14, 1954

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of August 31, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications decreased from 22,977 to 22,361. Delinquent matters decreased from 7,163 to 7,010, with the resultant over-all statistical decrease from 31.6 per cent to 31.3 per cent. The delinquency in security cases in the New York Office decreased from 2,225 to 2,126, a delinquency of 38 per cent. The number of pending active matters in the 100 classification increased in the New York Office from 4,181 to 4,206 and the delinquent items in this classification decreased from 1,912 to 1,750 or statistical delinquency of 42 per cent.

Letters are being sent to 20 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

RECOMMENDATION:

The field will continue to be followed closely in this matter and you will be advised of the results of the review of the September, 1954, administrative reports.

Bufile 100-100000

RECORDED-100

INDEXED-100

EX. - 100



DETAILS:

Since December, 1951, we have been following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The August, 1954, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 decreased during this month from 22,977 to 22,361. The delinquent items decreased from 7,163 to 7,010 which represents a statistical decrease of from 31.6 per cent to 31.3 per cent.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

Classification	12-31-51	5-31-54	6-30-54	7-31-54	8-31-54
65	1,314	1,163	1,110	1,090	1,056
100	32,812	21,368	21,143	21,013	21,484
105	2,895	3,413	4,125	4,542	3,760
Total	37,021	25,944	26,378	26,645	26,300

TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

Classifications	12-31-51	5-31-54	6-30-54	7-31-54	8-31-54
65	525	189	222	229	184
100	22,518	6,870	6,435	6,106	5,928
105	1,719	763	750	828	898
Total	24,762	7,822	7,407	7,163	7,010

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	5,580	34.3%
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.2%
1-31-54	20,520	7,494	36.5%
2-28-54	21,488	6,007	27.9%
3-31-54	21,848	6,617	30.2%
4-30-54	21,752	6,757	31.6%
5-31-54	21,863	7,822	35.8%
6-30-54	22,278	7,407	33.2%
7-31-54	22,977	7,163	31.6%
8-31-54	22,361	7,010	31.3%

Status of Security Work in Twelve of the  
Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December, 1951. These offices have approximately 81 per cent of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security Index Cards 8-15-54</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
		<u>7-31-54</u>	<u>8-31-54</u>	<u>7-31-54</u>	<u>8-31-54</u>
* New York	6,613	5,750	5,585	39%	38%
* Los Angeles	4,052	1,973	2,021	41%	37%
* San Francisco	2,291	1,637	1,622	31%	36%
* Chicago	1,539	1,175	1,170	31%	39%
* Detroit	1,371	897	855	31%	33%
* Philadelphia	1,169	1,014	965	29%	38%
* Newark	853	1,184	1,047	39%	33%
Cleveland	686	507	477	21%	25%
* Seattle	663	367	394	25%	29%
Boston	648	759	730	24%	26%
New Haven	523	427	463	29%	19%
Minneapolis	519	377	304	28%	19%
	20,927	16,067	15,633		

\*Letters being sent to offices indicated. See page 8 herein.

The over-all statistics for the eleven offices other than the New York Office since August 31, 1952, are as follows:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matter (65-100-105)</u>	<u>Percentage Delinquent (65-100-105)</u>
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,219	37.5%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%
1-31-54	9,814	3,318	33.6%
2-28-54	10,288	3,021	29.4%
3-31-54	10,188	2,998	29.4%
4-30-54	10,201	3,209	31.5%
5-31-54	9,840	3,920	39.8%
6-30-54	9,839	3,679	37.5%
7-31-54	10,317	3,348	32.4%
8-31-54	10,048	3,364	33.4%

New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50 per cent for the first time in 1953 to 47 per cent. This was reduced even further in December to 43 per cent as compared with January, 1953, delinquency of 76 per cent in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43 per cent to 53 per cent. Since that time the security delinquency has been in the general area of 40 per cent.

The August, 1954, administrative report reveals that its security delinquency decreased during the past month from 39 per cent to 38 per cent. The pending active security cases decreased in the New York Office from 5,750 for July, 1954, to 5,585 for August, 1954. Delinquent items decreased from 2,225 as of July, 1954, to 2,126 as of August, 1954.

The New York Office has approximately 25 per cent of the pending active matters in the 65, 100 and 105 classifications in the entire field. This office has approximately 30 per cent of the number of delinquent items in these classifications throughout the field. The average delinquency in all other offices at the end of August, 1954, was approximately 29 per cent. The New York delinquency was 38 per cent as previously noted.

The bulk of the New York backlog and delinquency is in the 100 classification. During August, 1954, the number of pending active matters in the 100 classification in the New York Office increased from 4,181 to 4,206. The number of delinquent matters in this classification decreased from 1,912 to 1,750 with a statistical decrease from 46 per cent for July, 1954, to 42 per cent for August, 1954.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on August 31, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during August, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	7-31-54	8-31-54	7-31-54	8-31-54
*Springfield	132	119	14%	44%
*Cincinnati	408	423	33%	40%
*Houston	106	92	23%	39%
*Milwaukee	321	294	36%	39%
*San Antonio	65	58	21%	36%
*Charlotte	84	93	27%	32%
*Kansas City	115	100	24%	32%
*San Diego	219	205	25%	31%
*Norfolk	53	53	15%	30%
*Oklahoma City	67	65	12%	28%
*Washington Field	1083	1025	25%	28%
*Omaha	88	73	14%	27%
Baltimore	454	477	22%	26%
San Juan	169	162	30%	26%
Little Rock	29	20	28%	25%
Memphis	67	52	13%	25%
Mobile	53	54	23%	24%
Denver	143	158	24%	22%
Miami	201	211	27%	22%
Albany	271	287	19%	20%
Birmingham	30	30	10%	20%
El Paso	45	55	27%	20%
Dallas	105	108	22%	18%
Phoenix	81	77	27%	17%
Richmond	88	90	9%	17%
St. Louis	234	264	11%	16%
Salt Lake City	59	56	15%	16%
New Orleans	110	103	18%	15%
Louisville	64	66	16%	13%
Indianapolis	184	165	21%	12%
Pittsburgh	427	385	22%	12%
Atlanta	79	87	6%	11%
Anchorage	34	32	19%	9%
Buffalo	889	769	23%	9%
Portland	139	102	6%	9%
Honolulu	39	51	6%	8%
Savannah	24	26	25%	8%
Butte	53	67	9%	7%
Knoxville	30	34	20%	0%

\* Letters sent to offices indicated regarding delinquent status.  
See page 8 herein.

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The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports.

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
6-30-52	8,417	3,842	45.6%
7-31-52	7,775	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.6%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,280	1,301	24.6%
1-31-54	5,562	1,444	25.9%
2-28-54	5,997	1,347	22.5%
3-31-54	6,079	1,431	23.5%
4-30-54	6,174	1,327	21.5%
5-31-54	6,733	1,710	25.4%
6-30-54	7,022	1,522	21.6%
7-31-54	6,910	1,590	23.0%
8-31-54	6,728	1,025	22.5%

#### Letters to the Field

As noted previously, we are sending letters to 20 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in, a current status. Letters are being directed to the offices indicated by asterisks on pages four and seven herein. It will be noted that the security delinquency of those offices for the month of August, 1954, appears in the extreme right hand column of the two lists on pages four and seven.

*File 19-14*

list.

Assistant Attorney General

September 22, 1954

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included. The five designated groups are:  
 Foreign Government Employees  
 United Nations Employees  
 Pro-Tito Yugoslavs  
 U. S. Government Employees  
 Atomic Energy Program Employees

RECORDED - 35

EX-103

SEP 22 1954

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SEP 22 1954

SEP 22 1954

TOP SECRET



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 9-23-54

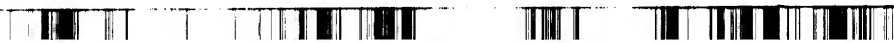
FROM : *RRP* RICHMOND (PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX

*119*  
ReBulet 9-22-54.

This is to advise that the Security Index list prepared as of September 15, 1954 has been received and is being maintained in accordance with your instructions.

The list transmitted to this office by Bureau letter of August 19, 1954 has been destroyed by burning.



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: September 24, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week 52 cards were added to the Security Index and 10 cards were cancelled, a net increase of 42 cards.

The Security Index count as of today is  
25,842.

ACTION:

None. This is for your information.

SAC RIT CORP  
1-27-511. Suggestion

It is suggested that cases involving Security Index subjects who are not key figures or top functionaries or employed in key facilities be maintained in a pending inactive status in a field office instead of in a closed status.

2. Present Procedure

Cases are kept in a closed status and reopened once a year to prepare a report and for determination of whether the subject is to be continued in the Security Index. A check is made of residence and employment every six months.

3. Advantages

The case load and volume of work are more accurately portrayed. The files would be maintained in the pending section and would therefore be more convenient for filing serials, which is necessary and regular in most of these cases.

Clerical time in reopening and closing and removing from pending to closed section and vice versa would be saved.

Files would be maintained as are other cases and special rules and exceptions therefore not necessary. The case could be handled on regular tickler rather than on special administrative tickler.

4. Disadvantages

None.

5. Recommendation

I recommend the suggestion be adopted.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 11, 1954

FROM :

SUBJECT: VERIFICATION OF SECURITY INDEX INFORMATION  
SUGGESTION #466-54

The above suggestion recommends that the present procedure of verifying the employment and residence addresses of Security Index subjects be eliminated as a six-months check and instead be done each year. The suggestion indicates that this would eliminate the use of Bureau approved Form FD-154 which is routed to Agents at the time the six-months verifications are made inasmuch as under the suggested procedure the Agent would automatically be required to verify addresses at the time each Security Index case is reopened for the annual supplemental report. The party making the suggestion (not identified) indicated that if larger offices are unable to open all cases each year for supplemental reports the Form FD-154 would be used in those instances on the yearly basis.

Observations:

The Internal Security Section is definitely against the adoption of this suggestion. In an emergency the most important immediate operation of the Bureau will be the arrest of Security Index subjects. They cannot be arrested promptly if we do not know where they are. They must be arrested promptly to prevent sabotage, espionage, insurrection and the carrying on of subversive activities.

In addition, we must know where Security Index subjects are employed more often than on a yearly basis since during that period they may obtain employment in Key Facilities designated by the Secretary of Defense or at other vital installations in which the intelligence agencies or the Atomic Energy Commission have an interest. In the event Security Index subjects obtain such employment it is our responsibility to immediately notify the interested agencies. We must determine whether subjects have moved into other field division territories where their activities can be followed as in many instances they may be moving into the underground.

The ideal situation would be to check the addresses more frequently than each six months but we have adopted a practical approach to the problem of causing a specific check of the addresses to be made each six months. If we are to extend the period for which checks are to be made then to that extent we will reduce the accuracy of the Security Index. Of course, in many instances due to the activities in the case addresses are verified more frequently than at least once each six months.

The use of Form FD-154 in the field, upon receipt of which the Agent verifies the employment and residence addresses, serves several practical purposes. It shows the Agent the pertinent data presently on the Security Index card and requires that he verify the employment and residence as well as the accuracy of the priority tabbing for arrest. It points out the absence of a photograph or an identification record and requests that efforts be made to secure a photograph and determine the existence of an identification record. It provides an appropriate space on the form for the Agent to check whether the place of employment is a Key Facility as designated by the Secretary of Defense necessitating changes to the Security Index card and prompt dissemination to other government agencies having the security responsibilities at the facility. It calls the Agent's attention to the fact that a Form FD-122 should be forwarded to the Bureau in order that amended cards can be made. In other words it specifically alerts the Agent to the necessity of keeping the card in order.

RECOMMENDATION:

If you approve this memorandum should be routed to the Training and Inspection Division to advise that the Domestic Intelligence Division strongly recommends against the adoption of this suggestion for the reasons indicated above and that we continue to verify employment and residence addresses of Security Index subjects each six months.

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9/27/54

TO :

FROM :

EXECUTIVES CONFERENCE

SUBJECT:

SUGGESTION #465-54  
 MADE BY NEW HAVEN OFFICE  
 SECURITY INDEX -  
 VERIFICATION OF INFORMATION  
 ON SECURITY INDEX CARDS

In accordance with SAC Letter 54-36(Q), which requested the field to submit their thoughts relative to ways and means of further streamlining the Bureau's work, the following suggestion was made.

SUGGESTION

- (1) That verification of information on Security Index cards (residence and employment) be done on a yearly rather than on a six-month basis as at present.
- (2) That use of Form FD-154 (Verification of Information on Security Index Card) be eliminated, and that the Agent be held responsible for the verification of information on Security Index cards on a yearly basis immediately after the Security Index case is reopened and assigned to him for the submission of a yearly investigative report. Agents having Key Figures assigned to them would be held responsible at all times for knowing the whereabouts of the Key Figure and the submission of Form FD-122 (Recommendation That Security Index Card Be Prepared) reflecting any changes in residence and employment.

PRESENT REQUIREMENTS

Manual of Instructions, Section 87-C, page 31a, states data recorded on Security Index cards shall be in an up-to-date status at all times. Whereabouts of all Security Index subjects should be known at all times. To this end residence and business addresses of all Security Index subjects, except those imprisoned, must be checked at least once each six months. The case of any Security Index subject who is out of the country must be followed at least each six months to determine if he has returned to this country. When, upon verification of addresses for a subject, it is determined that the residence or business address, or both, have been changed from those appearing on the Security Index cards, Form FD-122 (Recommendation That Security Index Card Be Prepared) should be submitted to the Bureau with the current residence or business address reflected thereon.

Memorandum to Mr.

A Security investigative report is to be prepared once a year on Security Index subjects.

ADVANTAGES TO SUGGESTION

Suggester states by eliminating use of Form FD-154 (Verification of Information on Security Index Card) and making verifications the responsibility of the Agent on a yearly basis, the work of the Security Index Clerk would be drastically reduced and there would also be a reduction in clerical time in routing, serializing and over-all handling of these forms. The greatest economy, he feels, would be effected in saving of Agent time inasmuch as there are 520 Security Index subjects in the New Haven Office territory, whose residence and business addresses must be checked once each six months.

DISADVANTAGES TO SUGGESTION

Suggesting employee states there would not be as tight control over Security Index subjects under the proposed suggestion. However, he states usually Key Figures on the Security Index form the nucleus of the Communist Party in any district and would in all probability be the individuals who would attempt to go underground or keep their whereabouts unknown. Key Figure cases are always open and assigned to an Agent and it is the responsibility of that Agent to always know the whereabouts of the Key Figure. In most cases he feels if the rank and file Security Index subject does change his residence or employment, it can be ascertained with a minimum of investigative effort. It is conceivable in larger offices, such as New York, it might not be possible to reopen these Security Index cases promptly every year for submission of an investigative report and, therefore, the suggester states it may be necessary to retain the present system in these offices with regard to use of Form FD-154 (Verification of Information on Security Index Card).

Mr. [redacted], Domestic Intelligence Division, is definitely opposed to adoption of this suggestion, and states in an emergency the most important immediate operation of the Bureau will be the arrest of Security Index subjects to prevent sabotage, espionage, insurrection, and carrying on subversive activities. The ideal situation would be to check addresses more frequently than each six months, but the Bureau has adopted a practical approach to the problem of causing a specific check of addresses to be made each six months. Extending the period between such checks would reduce the accuracy of the Security Index.

Memorandum to Mr.

Mr. states the use of Form FD-154 (Verification of Information on Security Index Cards) serves several practical purposes in the field. It shows the Agent the pertinent data presently required on Security Index cards and requires that he verify the employment and residence, as well as the accuracy of priority tabbing for arrest. It points out absence of photograph or identification record and requests that efforts be made toward securing a photograph and determining the existence of an identification record. This form provides appropriate space for the Agent to check whether the place of employment is a key facility, as designated by the Secretary of Defense, necessitating changes to the Security Index card and prompt dissemination to other Government agencies having security responsibilities at the facility. This form draws the Agent's attention to the fact that a Form FD-122 (Recommendation That Security Index Card Be Prepared) should be forwarded to the Bureau so that amended Security Index cards may be prepared. In other words, Mr. states Form FD-154 specifically alerts the Agent to the necessity of keeping the Security Index card in order.

EXECUTIVES CONFERENCE CONSIDERATION

RTH: cs

The Conference of 9/23/54, composed of Messrs. recommends unanimously unfavorable. The Conference felt the present procedure should be continued.



VERIFICATION OF SECURITY INDEX INFORMATION

1. SUGGESTION 466-54

It is suggested that verification of information on Security Index Cards, which is presently done at least every six months on an FD-154, be eliminated. It is felt that the verification of the residence and employment on the S.I. subjects could be accomplished on a yearly rather than on a six-month basis.

Bureau regulations are that a yearly investigative report has to be submitted on every S.I. subject, which will necessitate opening every S.I. case at least once each year. Immediately upon the reopening and assigning of this case to an agent, that agent will be held responsible to expeditiously verify the S.I. subject's residence and employment. If he ascertains that there has been a change in residence and employment, he will then submit an FD-122 to the Bureau reflecting this change and the Bureau will return the corrected S.I. Card for filing in the Security Index box.

It will be the sole responsibility of the agent to whom the Security Index case is assigned, to verify subject's residence and employment at least once every year.

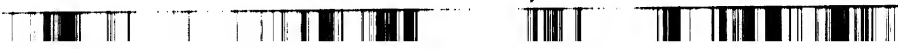
It will be the responsibility of the Supervisor through his review of the file on tickler and his monthly review of cases with the agent, to make sure that the agent verifies the residence and employment of the Security Index subject and submits an FD-122 to the Bureau reflecting any changes.

2. PRESENT PROCEDURE

The present procedure on the verification of residence and employment on Security Index cards is to have the Security Index Clerk prepare an FD-154 form at least every six months. Thereupon, the Supervisor dispatches this form to an agent to verify the subject's residence and employment and reflect this on the form. This form is then returned to the Security Index Clerk, and if a change in employment or residence is noted, the Security Index Clerk submits an FD-122 to the Bureau. The Bureau then returns the corrected Security Index Card which is filed by the Security Index Clerk and the old Security Index card destroyed. The FD-154 is then serialized in the case file.

ENCLOSURE /

-1754



### 3. ADVANTAGES OF THE SUGGESTION

If verifications were made the responsibility of the agent on a yearly basis, it would dispense with the necessity of Form FD-154. If this were done it would also drastically reduce the work of the Security Index Clerk and would also cut down on clerical time in the routing, serializing and overall handling of these FD-154's. The amount of supervisor time directing these FD-154's to the various agents to handle them and following those forms to see that they are promptly handled, would also be reduced.

The greatest economy which would be effected, naturally, would be in agent time. It is anticipated that a great number of agent days would be saved every year by requiring only a yearly verification of the information on the Security Index Card and holding the agent having the case assigned to him responsible for this verification. For example: In the New Haven Division there are presently 520 Security Index subjects and it is conceivable that at the very least 520 agent days would be saved per year if the suggestion is adopted. A great number of agent days would be saved throughout the field if this suggestion were put into practice. Naturally, economies would also be effected in regard to the printing and distribution of these FD-154's by the Bureau.

### 4. DISADVANTAGES OF THE SUGGESTION

It is recognized that the main disadvantage of this suggestion is that there would not be as tight control over the Security Index subjects. In other words, by verifying the residence and employment of Security Index subjects, at least every six months, the Bureau is ensured of more current information regarding their whereabouts. However, it is felt that usually the key figures on the Security Index form the nucleus of the Communist Party in any district and would in all probability be the individuals who would attempt to go underground or keep their whereabouts unknown. These key figure cases are always open and assigned to an agent and therefore it should be his responsibility to know their current residence and employment at all times which would dispense with the necessity of submitting an FD-154 at least every six months. The agent

See 466-54

ENC 2

having this key figure case assigned to him would be responsible to submit an FD-122 to the Bureau if he ascertained that the key figure changed his residence or employment.

The bulk of the Security Index subjects consist of rank-and-file CP members and it has been the experience in this Division that they very rarely go into the CP Underground or attempt to keep their whereabouts and employment unknown. In most cases if a rank-and-file Security Index subject does change his residence or employment, it can be ascertained with usually a minimum of investigative effort.

It is contemplated that by having the agent held responsible for the verification of the residence and employment when the case is opened on a yearly basis, it may be found that the subject in some instances has changed his residence and employment, but it is felt that through investigation the agent will be able to ascertain same and submit an FD-122.

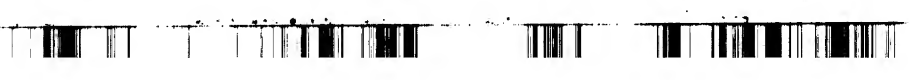
It is felt that if the suggestion regarding the yearly verification of Security Index subjects is adopted the number of cases which will necessitate intensive investigation to locate a Security Index subject would not be too great. It is felt that the adopting of the above suggestion would outweigh any disadvantages in regard to investigating and locating the few rank-and-file Security Index subjects who might have changed their residence or employment during the year, because great economies would be effected in agent, supervisory and clerical time and the "paper work" presently necessary in regard to FD-154's would be eliminated.

I realize that it is conceivable in the larger offices, such as New York, that it might not be possible to reopen these Security Index cases promptly every year for the submission of an investigative report. Therefore, it may be necessary to retain the present system in regard to FD-154's in these offices.

5. RECOMMENDATIONS

I recommend that the use of FD-154's be eliminated and that the agent be held responsible for the verification of information on the Security Index cards on a yearly basis in re-

5009 468-27 ENC 3



diately after the Security Index case is reopened and assigned to him for the submission of a yearly investigative report.

The agents having key figures assigned to them would be held responsible at all times for knowing the whereabouts of the key figure and the submission of FD-122 reflecting any changes in residence and employment.

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Enc 4

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 9/23/54

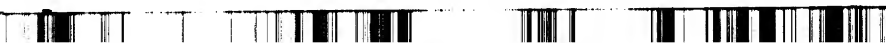
FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship, and others on one of the "Special Lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of September 15, 1954.

Attachments



KEY TO ABBREVIATIONS USED IN DOCUMENT INDEX

AL	Alien
CS	Conrad
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
UI	Unknown
AEP	Atomic Energy Program Employees
BUL	Bulgarian
COM	Communist Party, USA
ESP	Espionage Subjects
FGE	Foreign Government Employees
GOV	United States Government Employees
HUN	Hungarian
ISL	Independent Socialist League
JFG	Johnson Forest Group
MCI	Muslim Cult of Islam
MIS	Miscellaneous
NPR	Nationalist Party of Puerto Rico
FPA	Proletarian Party of America
RUS	Russian
SUA	Socialist Union of America
SWP	Socialist Workers' Party
UNE	United Nations Employees
UPR	Union of the People for the Establishment of the Republic of Puerto Rico
YUG	Yugoslavian

ENC 2

[illegible]

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*list*

September 22, 1954

SAC, Richmond

Director, FBI

PERSONAL AND CONFIDENTIAL  
RECEIVED MAIL  
SPECIAL DELIVERY  
RETURN RECEIPT REQUESTED

SECURITY INDEX - *general*

ReBulet of July 21, 1954.

Enclosed herewith is a sealed package containing the Security Index list prepared as of September 15, 1954, containing the names of all subjects carried in the general and Special Sections of the Security Index. This list should be maintained in a sealed condition in your office safe and afforded utmost security.

It is your personal responsibility to insure that the list transmitted to your office by Bulet of August 19, 1954, is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure

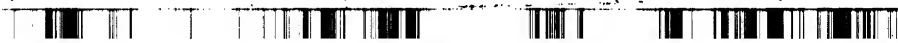
Bufile ~~\_\_\_\_\_~~

EX-130

SEP 23 1954  
113

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SEP 23 1 35 PM '54  
FBI - RICHMOND

RECEIVED  
SEP 23 1954  
MAILED 28





717  
1. SUGGESTION

Discontinue running the yearly tickler on closed files pertaining to SI subjects in order to submit the yearly report. Use the FD-154 in place of this yearly tickler.

2. PRESENT PROCEDURE

A report is due on a yearly basis after the original summary report is written and this necessitates a yearly administrative tickler.

3. ADVANTAGES

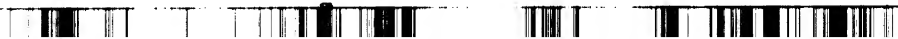
- A. It eliminates the use of an extra administrative tickler on each closed file concerning an SI subject.
- B. It eliminates the unnecessary handling of a file on at least one occasion by clerks and supervisory personnel.
- C. At the present time the file is handled at least twice a year when the FD-154 is prepared and the file is adequately reviewed at that time.
- D. These closed files are also reviewed by the supervisory staff whenever copies of disseminating memoranda are placed in the particular closed case file.
- E. It is felt that Items C and D afford adequate review by supervisory personnel to insure that a yearly report is forthcoming.

4. DISADVANTAGES

None

5. RECOMMENDATION

I recommend that the submission of a yearly report be administratively handled at the same time the FD-154 is prepared if a report is necessary at that time.



STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 16,  
1954

TO

FROM

SUBJECT: SECURITY INDEX — *General*

Attached is a proposed letter with which we will send to the field offices their respective lists of Security Index subjects for checking purposes, done on a quarterly basis.

The original of the attached letter is on plastiplast, being retained by Room extension. The latter should be contacted when the attached letter is approved in order that the plastiplast may be initialed.

RECORDED - 69

1758

list

SAC, Albany

September 21, 1954

EX-103

Director, FBI (██████████)

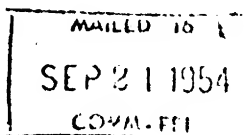
PERSONAL ATTENTIONSECURITY INDEX

There is attached hereto for each office an alphabetical list of its Security Index subjects prepared from the Bureau's Security Index as of September 15, 1954. Each subject is identified by name, race, sex and date of birth. The subject's entries in the various publications of the Special Section are listed on separate pages under the appropriate headings. It is requested that this list be used to reconcile the Security Index in your office with the Index at the Department of Government by checking the names on the list against your Security Index cards.

Attachment

2 cc-Albuquerque (w/attach)	2 cc-Milwaukee (w/attach)
2 cc-Anchorage (w/attach)	2 cc-Minneapolis (w/attach)
2 cc-Atlanta (w/attach)	2 cc-Mobile (w/attach)
2 cc-Baltimore (w/attach)	2 cc-Newark (w/attach)
2 cc-Birmingham (w/attach)	2 cc-New Haven (w/attach)
2 cc-Boston (w/attach)	2 cc-New Orleans (w/attach)
2 cc-Buffalo (w/attach)	2 cc-New York (w/attach)
2 cc-Butte (w/attach)	2 cc-Norfolk (w/attach)
2 cc-Charlotte (w/attach)	2 cc-Oklahoma City (w/attach)
2 cc-Chicago (w/attach)	2 cc-Omaha (w/attach)
2 cc-Cincinnati (w/attach)	2 cc-Philadelphia (w/attach)
2 cc-Cleveland (w/attach)	2 cc-Phoenix (w/attach)
2 cc-Dallas (w/attach)	2 cc-Pittsburgh (w/attach)
2 cc-Denver (w/attach)	2 cc-Portland (w/attach)
2 cc-Detroit (w/attach)	2 cc-Richmond (w/attach)
2 cc-El Paso (w/attach)	2 cc-St. Louis (w/attach)
2 cc-Honolulu (w/attach)	2 cc-Salt Lake City (w/attach)
2 cc-Houston (w/attach)	2 cc-San Antonio (w/attach)
2 cc-Indianapolis (w/attach)	2 cc-San Diego (w/attach)
2 cc-Kansas City (w/attach)	2 cc-San Francisco (w/attach)
2 cc-Knoxville (w/attach)	2 cc-San Juan (w/attach)
2 cc-Little Rock (w/attach)	2 cc-Savannah (w/attach)
2 cc-Los Angeles (w/attach)	2 cc-Seattle (w/attach)
2 cc-Louisville (w/attach)	2 cc-Springfield (w/attach)
2 cc-Memphis (w/attach)	2 cc-Washington Field (w/attach)
2 cc-Miami (w/attach)	

Original on duplimat



UNRECORDED COPY FILED IN

In checking this list against your Security Index the following items should be considered and handled as follows:

1. If the name of a subject on the attached list is not included in your Security Index, you should check that subject's case file to determine his correct Security Index status. An appropriate notation should be placed adjacent to the subject's name on the enclosed list reflecting the correct Security Index status for the subject. If his name should be deleted from the Bureau's Security Index the notation should refer to the previous communication from your office which recommended cancellation. If you do not have a Security Index card for the subject and a card should be in your Index, the notation should request the Bureau to forward cards to your office.
2. If this check discloses the names of subjects in your Security Index which do not appear on the attached list, the names of such subjects and the Bureau file number (where known) should be set forth on a separate sheet of paper with the date that the subject was recommended for inclusion in the Security Index. Instances of this nature will occur in those cases where subjects have recently been recommended for inclusion in the Index and were not included therein at the time of printing of the attached list but cards have subsequently been prepared at the Bureau. Instances of this nature may also occur in those cases where cancellation of a Security Index card has recently been recommended by you and you have not yet received Bureau authorization to cancel.
3. In checking the Special Section of your Security Index against the attached list you should be certain that the subjects are in the same subdivision as those indicated on the attached list. Appropriate notations should be placed on the attached list if there are any discrepancies between your Special Section and the list.
4. To avoid an increasing number of discrepancies between the attached list and your Security Index due to current changes being made in the Security Index, this check must be instituted immediately and completed within 10 days of the receipt of this memorandum by each office. Upon completion, the attached list and appropriate notations should be returned to the Bureau by cover memorandum under instant caption.

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 10/1/54

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week 57 cards were added to the Security Index and 18 cards were cancelled, a net increase of 39 cards.

The Security Index count as of today is 25,881.

ACTION

None. This is for your information.



SAC, Cincinnati

October 5, 1954

Director, FBI

4 0  
SECURITY INDEX CARDS

The Bureau has noted that a number of Forms FD-122 submitted recently by the Cincinnati Office, both those changing Security Index cards and those recommending preparation of new cards, have not been submitted in duplicate. You should make certain that an original and one copy of all such forms are furnished to the Bureau, and that all Agent and clerical personnel of your office who prepare such forms are aware of this requirement.



Office Memorandum • UNITED STATES GOVERNMENT

UNRECORDED

TO :

DATE: August 16, 1954

FROM :

SUBJECT: SUGGESTION NUMBER 570-54  
STREAMLINING  
(STATUS OF REPORTS IN SECURITY CASES)

The attached suggestion proposes that in the preparation of "status reports" in security cases where security informants have been previously contacted regarding the subject, the existing requirement for recontacting such informants be eliminated unless specific reasons exist for such a recontact with any or all informants. The suggestion would provide that the reports will merely contain a statement that informants, familiar with the activities of the Communist Party who are contacted frequently, have reported no information concerning the subject of the report.

OBSERVATIONS:

By "status reports" the Detroit Office has reference to the yearly investigative reports submitted concerning Security Index subjects one year from the date of the initial summary report. The purpose of such reports is to bring the subject's activities up to date, in light of his activities to reconsider the justification for his inclusion in the Security Index and to consider whether the subject should be interviewed.

The attached suggestion appears to indicate that all security informants of a particular office should be contacted specifically regarding the subject of the yearly report whether or not these informants have previously furnished information regarding the subject or are in a position to furnish such information concerning him. In security investigations the field is not required to contact all of its informants regarding a particular subject. These contacts are limited to those informants who are logically in a position to furnish pertinent information concerning a subject. In those instances, for the purpose of the yearly report, each informant who has previously furnished information concerning a subject should be contacted to determine the subject's present activities. It would be unwise to assume that each informant has furnished all information known to him concerning every subject of whose activities he may be aware. It is a false assumption to rely on the contents of the field office files with respect to the completeness of information furnished by informants concerning subversive activities known to them. Adoption of the suggestion, particularly as it would

UNRECORDED

8-16-54

relate to those informants who previously have furnished pertinent information concerning a subject, would provide for the elimination of specific contacts regarding individual subjects with logical informants. The adoption of such a procedure would place far too much reliance on the memory of the informant as well as his judgment as to what information is deemed pertinent concerning all individuals known to him to be active in subversive affairs.

It is believed by the Internal Security Section that each informant who has furnished information concerning a particular subject and each informant who is logically in a position to furnish subsequent information, should be contacted specifically concerning individual subjects for the purpose of yearly reports. Through such contacts the specific activity of the subject, which may or may not have been previously reported by informants, will be confirmed and where the individual has not been active the logical informant who is acquainted with the subject can make a positive statement regarding the subject's inactivity.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division to indicate that the Internal Security Section does not favor the adoption of this suggestion.



Office Memorandum • UNITED STATES GOVERNMENT

UNRECORDED

TO :

DATE: 9/28/54

FROM : Executives Conference

SUBJECT: SUBMISSION NO. 570-54  
MADE BY DISTRICT OFFICE  
STATUS REPORTS IN SECURITY CASES

In accordance with SAC Letter 54-36 (Q) dated 7/13/54, requesting the field to submit their thoughts on further streamlining the Bureau's work, the following was received.

SUGGESTION:

That in the preparation of "status reports" in security cases where security informants have been previously contacted regarding the subject, the existing requirement for recontacting such informants be eliminated unless specific reasons exist for such a recontact with any or all informants. It is felt that the reports could merely contain a statement that informants familiar with activities of the Communist Party, who are contacted frequently, have reported no information concerning the subject of the report.

PRESENT PROCEDURE:

Manual of Instructions, Section 87C, page 39, paragraph 11 states, "If no subversive information is available, the fact that appropriate confidential informants have been contacted with negative results should be submitted in report form....."

ANALYSIS:

would eliminate unnecessary agent time spent in preparation of informant contact requests, contact of informants, and advising the agent making the request the results of the contact. It is also felt that recontacts are unnecessary since the informant would have furnished all information in his possession. The Manual of Instructions, Section 107D, page 4, paragraph 2, states, ".....during each contact the informant's activities since the previous contact should be carefully reviewed and a statement elicited from the informant that he has furnished in report form or verbally all information and data which he has obtained during that time."

REMARKS:

Note noted by suggester

UNRECORDED  
9-28-54

Memorandum to Mr.

opposed to the suggestion. He states by "status reports" the suggester refers to the yearly investigative reports submitted concerning Security Index subjects one year from the date of the initial summary report. The purpose of such reports is to bring the subject's activities up to date, to reconsider the justification for his inclusion in the Security Index, and to consider whether the subject should be interviewed.

Mr. [redacted] states the suggestion appears to indicate that all security informants of a particular office should be contacted specifically regarding the subject of the yearly report, whether or not these informants have previously furnished information concerning him. However, the field is not required to contact all its informants regarding a particular subject in security investigations; these contacts are limited to those informants who are logically in a position to furnish pertinent information concerning a subject. For the purpose of the yearly report, each informant who has previously furnished information concerning a subject should be contacted to determine the subject's present activities.

Mr. [redacted] feels adoption of the suggestion, particularly as it would relate to those informants who previously have furnished pertinent information concerning a subject, would provide for the elimination of specific contacts regarding individual subjects with logical informants. Adoption of such a procedure would place far too much reliance on the memory of the informant, as well as his judgment as to what information is deemed pertinent concerning all individuals known to him to be active in subversive affairs.

The Internal Security Section believes that each informant who has furnished information concerning a particular subject, and each informant who is logically in a position to furnish subsequent information should be contacted specifically concerning individual subjects for the purpose of the yearly reports. Through such contacts, the specific activity of the subject will be confirmed, and where the individual has not been active, the logical informant who is acquainted with the subject can make a positive statement regarding the subject's inactivity.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

The Conference of 9/27/54, composed of Messrs. [redacted]

recommends unanimously that the present procedure be continued.

SAC, Albany

UNRECORDED  
September 21, 1954

Director, FBI

PERSONAL ATTENTION

SECURITY INDEX

There is attached hereto for each office an alphabetical list of its Security Index subjects prepared from the Bureau's Security Index as of September 15, 1954. Each subject is identified by name, race, sex and date of birth. The subjects carried in the various subdivisions of the Special Section are listed on separate pages under the appropriate headings. It is requested that this list be used to reconcile the Security Index in your office with the Index at the Seat of Government by checking the names on the list against your Security Index cards.

cc - Bufile 100-358086 Sub 36  
Attachment

2 cc-Albuquerque (w/attach)	2 cc-Milwaukee (w/attach)
2 cc-Anchorage (w/attach)	2 cc-Minneapolis (w/attach)
2 cc-Atlanta (w/attach)	2 cc-Mobile (w/attach)
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2 cc-Cincinnati (w/attach)	2 cc-Philadelphia (w/attach)
2 cc-Cleveland (w/attach)	2 cc-Phoenix (w/attach)
2 cc-Dallas (w/attach)	2 cc-Pittsburgh (w/attach)
2 cc-Denver (w/attach)	2 cc-Portland (w/attach)
2 cc-Detroit (w/attach)	2 cc-Richmond (w/attach)
2 cc-El Paso (w/attach)	2 cc-St. Louis (w/attach)
2 cc-Honolulu (w/attach)	2 cc-Salt Lake City (w/attach)
2 cc-Houston (w/attach)	2 cc-San Antonio (w/attach)
2 cc-Indianapolis (w/attach)	2 cc-San Diego (w/attach)
2 cc-Kansas City (w/attach)	2 cc-San Francisco (w/attach)
2 cc-Knoxville (w/attach)	2 cc-San Juan (w/attach)
2 cc-Little Rock (w/attach)	2 cc-Savannah (w/attach)
2 cc-Los Angeles (w/attach)	2 cc-Seattle (w/attach)
2 cc-Louisville (w/attach)	2 cc-Springfield (w/attach)
2 cc-Memphis (w/attach)	2 cc-Washington Field (w/attach)
2 cc-Miami (w/attach)	

NOT RECORDED  
46 OCT 4 1954

DUPLICATE  
SEP 21 1954  
MAILED

ORIGINAL COPY FILED IN

In checking this list against your Security Index the following items should be considered and handled as follows:

1. If the name of a subject on the attached list is not included in your Security Index, you should check that subject's case file to determine his correct Security Index status. An appropriate notation should be placed adjacent to the subject's name on the enclosed list reflecting the correct Security Index status for the subject. If his name should be deleted from the Bureau's Security Index the notation should refer to the previous communication from your office which recommended cancellation. If you do not have a Security Index card for the subject and a card should be in your Index, the notation should request the Bureau to forward cards to your office.
2. If this check discloses the names of subjects in your Security Index which do not appear on the attached list, the names of such subjects and the Bureau file number (where known) should be set forth on a separate sheet of paper with the date that the subject was recommended for inclusion in the Security Index. Instances of this nature will occur in those cases where subjects have recently been recommended for inclusion in the Index and were not included therein at the time of printing of the attached list but cards have subsequently been prepared at the Bureau. Instances of this nature may also occur in those cases where cancellation of a Security Index card has recently been recommended by you and you have not yet received Bureau authorization to cancel.
3. In checking the Special Section of your Security Index against the attached list you should be certain that the subjects are in the same subdivision as those indicated on the attached list. Appropriate notations should be placed on the attached list if there are any discrepancies between your Special Section and the list.
4. To avoid an increasing number of discrepancies between the attached list and your Security Index due to current changes being made in the Security Index, this check must be instituted immediately and completed within 10 days of the receipt of this memorandum by each office. Upon completion, the attached list and appropriate notations should be returned to the Bureau by cover memorandum under instant caption.

SECRET

Assistant Attorney General

October 5, 1954

Director, FBI

0 - 92-1-101  
SECURITY INDEX LIST

Reference is made to my memorandum of September 22, 1954, transmitting the current list of subjects included in the Security Index. The names of individuals coming within five designated groups, including Foreign Government Employees, were listed on separate pages.

For the completion of your records, please be advised that [redacted], whose name is carried alphabetically on page 506 of the list in your possession, has since been designated for the Special Section of the Security Index as a Foreign Government Employee. Reports in that case have been forwarded to the Department.

Bufile

NOTE ON YELLOW:

Department has promised to review Special Section cases. Above is notice that [redacted] case now falls within that category.



STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: 10/15/54

FROM

SUBJECT: SECURITY INDEX

During the past week 81 cards were added to the Security Index and 18 cards were cancelled, a net increase of 63 cards.

The Security Index count as of today is 26,000.

ACTION:

None. This is for your information.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 10/8/54

FROM :

SUBJECT: SECURITY INDEX  
Bufile

The following is a report of the increase in the Security Index since the last count was furnished to you on September 9, 1954.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
September 11-17	49	20	29
September 18-24	52	10	42
September 25-October 1	57	18	39
October 2-8	84	28	56
	<u>242</u>	<u>76</u>	<u>166</u>

For your information, during the preceding four-week period 213 cards were added and 53 cards were cancelled, a net increase of 160 cards.

The Security Index count as of today is 25,937.

ACTION:

This is for your information.

VERIFICATION OF SECURITY INDEX INFORMATION1. SUGGESTION

It is suggested that verification of information on Security Index Cards, which is presently done at least every six months on an FD-154, be eliminated. It is felt that the verification of the residence and employment on the S.I. subjects could be accomplished on a yearly rather than on a six-month basis.

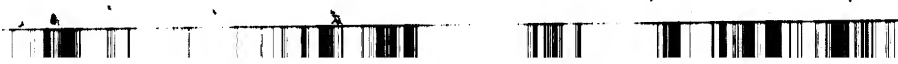
Bureau regulations are that a yearly investigative report has to be submitted on every S.I. subject, which will necessitate opening every S.I. case at least once each year. Immediately upon the reopening and assigning of this case to an agent, that agent will be held responsible to expeditiously verify the S.I. subject's residence and employment. If he ascertains that there has been a change in residence and employment, he will then submit an FD-122 to the Bureau reflecting this change and the Bureau will return the corrected S.I. Card for filing in the Security Index box.

It will be the sole responsibility of the agent to whom the Security Index case is assigned, to verify subject's residence and employment at least once every year.

It will be the responsibility of the Supervisor through his review of the file on tickler and his monthly review of cases with the agent, to make sure that the agent verifies the residence and employment of the Security Index subject and submits an FD-122 to the Bureau reflecting any changes.

2. PRESENT PROCEDURE

The present procedure on the verification of residence and employment on Security Index cards is to have the Security Index Clerk prepare an FD-154 form at least every six months. Thereupon, the Supervisor dispatches this form to an agent to verify the subject's residence and employment and reflect this on the form. This form is then returned to the Security Index Clerk, and if a change in employment or residence is noted, the Security Index Clerk submits an FD-122 to the Bureau. The Bureau then returns the corrected Security Index Card which is filed by the Security Index Clerk and the old Security Index card destroyed. The FD-154 is then serialized in the case file.





3. ADVANTAGES OF THE SUGGESTION

If verifications were made the responsibility of the agent on a yearly basis, it would dispense with the necessity of Form FD-154. If this were done it would also drastically reduce the work of the Security Index Clerk and would also cut down on clerical time in the routing, serializing and overall handling of these FD-154's. The amount of supervisor time directing these FD-154's to the various agents to handle them and following these forms to see that they are promptly handled, would also be reduced.

The greatest economy which would be effected, naturally, would be in agent time. It is anticipated that a great number of agent days would be saved every year by requiring only a yearly verification of the information on the Security Index Card and holding the agent having the case assigned to him responsible for this verification. For example: In the New Haven Division there are presently 520 Security Index subjects and it is conceivable that at the very least 520 agent days would be saved per year if the suggestion is adopted. A great number of agent days would be saved throughout the field if this suggestion were put into practice. Naturally, economies would also be effected in regard to the printing and distribution of these FD-154's by the Bureau.

4. DISADVANTAGES OF THE SUGGESTION

It is recognized that the main disadvantage of this suggestion is that there would not be as tight control over the Security Index subjects. In other words, by verifying the residence and employment of Security Index subjects, at least every six months, the Bureau is ensured of more current information regarding their whereabouts. However, it is felt that usually the key figures on the Security Index form the nucleus of the Communist Party in any district and would in all probability be the individuals who would attempt to go underground or keep their whereabouts unknown. These key figure cases are always open and assigned to an agent and therefore it should be his responsibility to know their current residence and employment at all times which would dispense with the necessity of submitting an FD-154 at least every six months. The agent

having this key figure case assigned to him would be responsible to submit an FD-122 to the Bureau if he ascertained that the key figure changed his residence or employment.

The bulk of the Security Index subjects consist of rank-and-file CP members and it has been the experience in this Division that they very rarely go into the CP Underground or attempt to keep their whereabouts and employment unknown. In most cases if a rank-and-file Security Index subject does change his residence or employment, it can be ascertained with usually a minimum of investigative effort.

It is contemplated that by having the agent held responsible for the verification of the residence and employment when the case is opened on a yearly basis, it may be found that the subject in some instances has changed his residence and employment, but it is felt that through investigation the agent will be able to ascertain same and submit an FD-122.

It is felt that if the suggestion regarding the yearly verification on Security Index subjects is adopted the number of cases which will necessitate intensive investigation to locate a Security Index subject would not be too great. It is felt that the adopting of the above suggestion would outweigh any disadvantages in regard to investigating and locating the few rank-and-file Security Index subjects who might have changed their residence or employment during the year, because great economies would be effected in agent, supervisory and clerical time and the "paper work" presently necessary in regard to FD-154's would be eliminated.

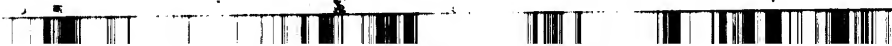
I realize that it is conceivable in the larger offices, such as New York, that it might not be possible to reopen these Security Index cases promptly every year for the submission of an investigative report. Therefore, it may be necessary to retain the present system in regard to FD-154's in these offices.

5. RECOMMENDATIONS

I recommend that the use of FD-154's be eliminated and that the agent be held responsible for the verification of information on the Security Index cards on a yearly basis imme-

diately after the Security Index case is reopened and assigned to him for the submission of a yearly investigative report.

The agents having key figures assigned to them would be held responsible at all times for knowing the whereabouts of the key figure and the submission of FD-122 reflecting any changes in residence and employment.



9/28/54

SUGGESTIONS NO. 525-54, 577-54, 606-54  
INTERVIEWS WITH INACTIVE SECURITY SUBJECTS

In accordance with SAC Letter 54-36 (4) dated 7/13/54 requesting the field to submit thoughts relative to further streamlining the Bureau's work, the Chicago, Detroit and Los Angeles Offices submitted a suggestion that the Bureau discontinue its present practice of requiring Bureau approval for interviewing all inactive security subjects and that such interviews be conducted on authority of the Special Agent in Charge.

It is noted that the Manual of Instructions, Volume III, Section 87C6b (7), page 27a, states that no approach shall be made to the subject of a security-type investigation for the purpose of interviewing him regarding subversive activities without obtaining prior Bureau authority....

The Domestic Intelligence Division suggested that a survey be made of the provisions of Bureau Manuals requiring the field to procure Bureau authority prior to taking action and as many as possible be eliminated. In this connection, a 44-page list setting forth various instances in which prior Bureau clearance is required before the field may take action was forwarded to all divisions at the Seat of Government for their review for the purpose of determining whether any of the requirements for Bureau approval could be eliminated. (The subject of this suggestion is listed on page 20.) All of the divisions recommended no changes in the present requirements, and the Executives Conference on 9/27/54 unanimously recommended that the present procedure be continued. This consideration is reflected in Executives Conference memorandum to Mr. Tolson dated 9/28/54.

Recommendation:

That no further action be taken with regard to these suggestions.

EXECUTIVES CONFERENCE CONSIDERATION: 9/30/54

Present at the Executives Conference of 9/29/54 were Messrs.

atn

The Conference recommended unanimously ~~unfavorable~~ as to granting the field authority to interview security subjects without prior Bureau clearance.

UNRECORDED

10-12-54

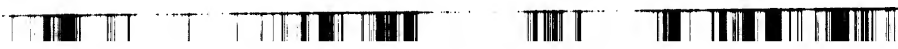
(M) SECURITY INVESTIGATIONS - DISSEMINATION TO STATE DEPARTMENT -  
COMMUNISTS AND OTHER SUBVERSIVES TRAVELING OUTSIDE THE UNITED STATES--  
Reference is made to Section 87C 6b (4), page 25E, of the Manual  
of Instructions which provides that you should immediately advise the  
Bureau at any time that information is received indicating that any  
member of the Communist Party or other subversive is either contem-  
plating travel abroad or has already departed from the United States.

The Bureau desires to emphasize the importance of your  
complying strictly with these instructions. You should advise the  
Bureau by the most expeditious means that the circumstances warrant  
whenever any indication is received that a subversive is contem-  
plating traveling abroad. The fact that the subject has applied for or  
has received a passport would definitely be an indication requiring  
such action on your part. All pertinent information regarding the  
subject and his contemplated travel should be furnished to the  
Bureau for dissemination to the Department of State and the Bureau's  
attention should be specifically called to the desirability of  
furnishing the information to the State Department.

Very truly yours,

John Edgar Hoover

Director



Assistant Attorney General

October 21, 1954

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included. The five designated groups are:

Foreign Government Employees  
United Nations Employees  
Pro-Fito Yugoslavs  
U. S. Government Employees  
Atomic Energy Program Employees

RECORDED - 23

OCT 25 1954

*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: 10/22/54

TO :

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship, and others on one of the "Special Lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of October 15, 1954.

Attachments

Eni.



KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL Alien  
CS Comsab  
DC Detcom  
KF Key Figure

---

NA Naturalized  
NB Native Born  
TF Top Functionary  
UN Unknown

AEP Atomic Energy Program Employees  
BUL Bulgarian  
COM Communist Party, USA  
ESP Espionage Subjects

FGE Foreign Government Employees  
GOV United States Government Employees  
HUN Hungarian  
ISL Independent Socialist League

JFG Johnson Forest Group  
MCI Muslim Cult of Islam  
MIS Miscellaneous  
NPR Nationalist Party of Puerto Rico

PPA Proletarian Party of America  
RUS Russian  
SUA Socialist Union of America  
SWP Socialist Workers' Party

UNE United Nations Employees  
UPR Union of the People for the Establishment  
of the Republic of Puerto Rico  
YUG Yugoslavian

ENC 2

## Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: October 19, 1954

FROM

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and Foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of September 30, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications increased from 22,361 to 23,011. Delinquent matters decreased from 7,010 to 6,720, with the resultant over-all statistical decrease from 31.3 per cent to 29.1 per cent. The delinquency in security cases in the New York Office decreased from 2,126 to 1,822, a delinquency of 32 per cent. The number of pending active matters in the 100 classification increased in the New York Office from 4,206 to 4,237 and the delinquent items in this classification decreased from 1,750 to 1,497 or statistical delinquency of 35 per cent.

Letters are being sent to 22 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

RECOMMENDATION:

The field will continue to be followed closely in this matter and you will be advised of the results of the review of the October, 1954, administrative reports.

Bufile



DETAILS:

Since December, 1951, we have been following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The September, 1954, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 increased during this month from 22,361 to 23,011. The delinquent items decreased from 7,010 to 6,720 which represented a statistical decrease of from 31.3 per cent to 29.1 per cent.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 AND 105  
ALL FIELD DIVISIONS

Classification	12-31-51	6-30-54	7-31-54	8-31-54	9-30-54
65	1,314	1,110	1,090	1,056	1,060
100	32,812	21,143	21,013	21,484	21,807
105	2,895	4,125	4,542	3,760	3,588
Total	37,021	26,378	26,645	26,300	26,455

TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 AND 105  
ALL FIELD DIVISIONS

Classification	12-31-51	6-30-54	7-31-54	8-31-54	9-30-54
65	525	222	229	184	172
100	22,518	6,435	6,106	5,928	5,758
105	1,719	750	828	898	790
Total	24,762	7,407	7,163	7,010	6,720

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65, 100 AND 105  
ALL FIELD DIVISIONS

Date	Pending Active Matters	Delinquent Matters	Percentage Delinquent
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.0%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	5,580	34.3%
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.8%
1-31-54	20,520	7,494	36.5%
2-28-54	21,488	6,007	27.9%
3-31-54	21,848	6,617	30.2%
4-30-54	21,752	6,757	31.0%
5-31-54	21,863	7,822	35.8%
6-30-54	22,278	7,407	33.2%
7-31-54	22,977	7,163	31.2%
8-31-54	22,361	7,010	31.3%
9-30-54	23,011	6,720	29.1%

Status of Security Work in Twelve of the  
Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December, 1951. These offices have approximately 81 per cent of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 AND 105 MATTERS

Office	Security Index Cards 9-15-54	Pending Active Matters		Percentage Delinquent	
		8-31-54	9-30-54	8-31-54	9-30-54
* New York	6,674	5,585	5,632	38%	32%
* Los Angeles	4,066	2,021	2,011	37%	44%
* San Francisco	2,304	1,622	1,729	38%	41%
* Chicago	1,541	1,170	1,407	39%	28%
* Detroit	1,367	855	858	33%	46%
Philadelphia	1,176	965	1,013	38%	20%
* Newark	869	1,047	1,188	33%	27%
* Cleveland	685	477	459	25%	27%
* Seattle	665	394	368	29%	29%
Boston	559	730	714	26%	24%
New Haven	528	463	604	19%	19%
Minneapolis	517	304	288	19%	18%
	21,051	15,633	16,301		

\*Letters being sent to offices indicated. See page 8 herein.

The over-all statistics for the eleven offices other than the New York Office since August 31, 1952, are as follows:

7700

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent (65-100-105)</u>
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%
1-31-54	9,814	3,318	33.6%
2-28-54	10,288	3,021	29.4%
3-31-54	10,188	2,998	29.4%
4-30-54	10,201	3,209	31.5%
5-31-54	9,840	3,920	39.8%
6-30-54	9,839	3,679	37.5%
7-31-54	10,317	3,348	32.4%
8-31-54	10,048	3,364	33.4%
9-30-54	10,669	3,488	32.7%

### New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50 per cent for the first time in 1953 to 47 per cent. This was reduced even further in December to 43 per cent as compared with January, 1953, delinquency of 76 per cent in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43 per cent to 53 per cent. Since that time the security delinquency has been in the general area of 40 per cent.

The September, 1954, administrative report reveals that its security delinquency decreased during the past month from 38 per cent to 32 per cent. The pending active security cases increased in the New York Office from 5,585 for August, 1954, to 5,632 for September, 1954. Delinquent items decreased from 2,126 as of August, 1954, to 1,822 as of September, 1954.

The New York Office has approximately 25 per cent of the pending active matters in the 65, 100 and 105 classifications in the entire field. This office has approximately 27 per cent of the number of delinquent items in these classifications throughout the field. The average delinquency in all other offices at the end of September, 1954, was approximately 28 per cent. The New York delinquency was 32 per cent as previously noted.

The bulk of the New York backlog and delinquency is in the 100 classification. During September, 1954, the number of pending active matters in the 100 classification in the New York Office increased from 4,206 to 4,237. The number of delinquent matters in this classification decreased from 1,750 to 1,497 with a statistical decrease from 42 per cent for August, 1954 to 35 per cent for September, 1954.

### Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on September 30, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during September, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	8-31-54	9-30-54	8-31-54	9-30-54
* Dallas	108	87	18%	39%
* Memphis	52	51	25%	35%
* Omaha	73	62	27%	35%
* Indianapolis	165	149	12%	34%
* Norfolk	53	49	30%	32%
* Houston	92	67	39%	30%
* New Orleans	103	99	15%	30%
* Charlotte	93	97	32%	29%
* Knoxville	34	37	0	29%
* Salt Lake City	56	58	16%	29%
* San Antonio	58	46	36%	28%
* Butte	67	29	7%	27%
* Miami	211	199	22%	27%
* Springfield	119	106	44%	26%
Little Rock	20	22	25%	25%
Washington Field	1,025	1,092	28%	25%
Baltimore	477	532	26%	24%
Atlanta	87	58	11%	24%
Denver	158	149	22%	23%
El Paso	55	56	20%	23%
Louisville	66	61	13%	23%
Pittsburgh	385	403	12%	22%
Cincinnati	423	382	40%	20%
Milwaukee	294	302	39%	20%
Richmond	90	88	17%	20%
Albany	287	311	20%	19%
Birmingham	30	37	20%	19%
Mobile	54	54	24%	19%
Phoenix	77	66	17%	18%
San Juan	162	200	25%	18%
Anchorage	32	41	9%	17%
San Diego	205	213	31%	16%
St. Louis	264	312	16%	16%
Albuquerque	140	126	6%	15%
Buffalo	769	700	9%	12%
Honolulu	51	40	8%	12%
Oklahoma City	65	54	28%	11%
Portland	102	155	9%	4%
Savannah	26	24	8%	4%
Kansas City	100	96	32%	1%

\* Letters sent to offices indicated regarding delinquent status.  
See page 8 herein.



1768

The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports.

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
6-30-52	8,417	3,842	45.6%
7-31-52	7,778	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.6%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,250	1,301	24.8%
1-31-54	5,562	1,444	25.9%
2-28-54	5,997	1,347	22.5%
3-31-54	6,079	1,431	23.5%
4-30-54	6,174	1,327	21.5%
5-31-54	6,733	1,710	25.4%
6-30-54	7,022	1,522	21.6%
7-31-54	6,910	1,590	23.0%
8-31-54	6,728	1,520	22.5%
9-30-54	6,710	1,410	21.0%

#### Letters to the Field

As noted previously, we are sending letters to 22 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in a current status. Letters are being directed to the offices indicated by asterisks on pages four and seven herein. It will be noted that the security delinquency of those offices for the month of September, 1954, appears in the extreme right hand column of the two lists on pages four and seven.

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date: October 18, 1954

To: Director, FBI

From: \_\_\_\_\_

Field Office or Division New York

SUGGESTION: That consideration be given to the enlargement of the  
( ) Security Index in the following manner:

International Business Machine cards should be prepared on all Security Index subjects codifying them as to physical description in such a manner as they may be collated on a descriptive basis similar to the manner in which fingerprint cards are collated.

It is recommended that the cards should contain a complete description of the individual sufficiently generalized to incorporate person.

(Cont'd - Attachment A)

Its advantages are:

If the above suggestion is put into effect, it would materially assist in rapidly identifying individuals encountered on surveillances or who are included in informant reports but whose identity is unknown either to the surveilling Agents or the informant. At the present time such persons are identified in many instances by a tedious process of reviewing available photographs on Security Index cards or photographs of missing Communists. Such a process does not at the present time preclude the possibility, even  
It should save at least \$ \_\_\_\_\_ annually. (Cont'd - Attachment A)  
(See Attachment B)

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Comments and recommendation of Supervisor, SAC, or Assistant Director:

## SUGGESTION (Continued):

falling within certain physical categories, i.e., 5' 7" to 5' 9" tall, weight 140 to 150 pounds, different color hair, eyes, whether or not glasses are worn, identifying scars and marks, etc., and whether or not photograph available. Additional identifying data such as places of residence or occupation may be also included.

If feasible, after a trial period, this type of system could also be extended similarly to encompass known criminals and the cards could be punched with known identifying data such as modus operandi, peculiarities, etc.

It is to be noted recent magazine articles and telecasts have given publicity to such a system which is being utilized by the Los Angeles Police Department, apparently with great success.

## Its Advantages Are (Continued):

the probability, that the individual in question may be from outside the confines of the field office territory, therefore, a photograph of this individual is not even available to the office conducting the investigation.

Numerous investigations being conducted today by the field offices covering large industrial concentrations have developed the information that "colonizers" are being dispatched by the Communist Party from areas such as New York City and others where there are large Communist Party memberships, into the areas where there is industrial concentration. Field offices covering these latter areas are experiencing difficulty in identifying such colonizers because they have completely changed their identity and are difficult to trace back to their origin because they use couriers for communicating with the families they left behind.

Under the proposed system, a description of an individual can be furnished to the Bureau and within a short period of time the Bureau would be able to advise the interested field office the identity of persons who might most logically be identical with the individual in question. The field of possibilities will thus be narrowed quickly and conclusively. In addition, when photographs of these individuals are available it will be

possible to furnish copies of them to the interested field office in order for them to eliminate the possible suspects and effect an identification.

A system of this nature would enhance the possibilities of identifying individuals who have gone completely underground and who have changed their identities, places of residence, employment, and who have abandoned their past life. Recent experiences have indicated that their number is increasing and the difficulty of identifying them has become more complex. At the same time the necessity of identifying these individuals has become of increasing importance. Any impending legislation to outlaw the Communist Party will, if adopted, drive the Party completely underground. The Bureau must of necessity prepare now to be in a position to identify Communist Party members in order to check on their activity.

#### Savings:

While it is not possible at this time to calculate the monetary savings to the Bureau in Agent time, it is felt that the adoption of the above suggestion will result in substantial savings to the Bureau and increase tremendously the possibilities of the successful accomplishment of the Bureau's objective in the investigation of Communism. If extended to the criminal field, such savings also are to be expected when consideration is given to the amount of Agent time utilized in running out leads on numerous suspects when such a field of suspects can be narrowed in a reasonably short time at the outset of an investigation.

A survey based on a hypothetical situation wherein it was supposed that this office had received a request to compare the physical description of an unknown subject against the physical descriptions of individuals on the Security Index in the New York Office was conducted. It was ascertained during this survey that it takes an average of fifteen minutes to compare a physical description against the descriptions appearing on 100 SI cards. Therefore, if it were necessary to compare this description with all of the SI cards in the New York Office (approximately 6,700) it would take approximately 16½ hours to complete such a survey. This is an estimate of the amount of savings that could be accomplished by the employment of the above suggestion.

## Comments and recommendation of Supervisor, SAC, or Assistant Director:

It is believed the work involved in following out this suggestion would not merit the end results. If a person did show up in any field division territory under such circumstances to indicate he might be a Security Index subject from another office, it would require the Bureau to check the individual by description through the LEM cards and thereafter write the various offices who had SI subjects answering such description. The offices would then have to check to determine whether these individuals were still in the territory if they were not already known to be missing. I do not recommend this suggestion be put into effect.

STANDARD FORM NO. 64

*Office Memorandum*, • UNITED STATES GOVERNMENT

TO :

DATE: 10/22/54

FROM :

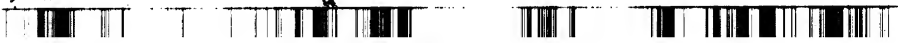
SUBJECT: SECURITY INDEX

During the past week 57 cards were added to the Security Index and 9 cards were cancelled, a net increase of 48 cards.

The Security Index count as of today is 26,048.

ACTION:

None. This is for your information.



(Q)4 SECURITY INVESTIGATIONS - RECORD CHECKS -- In the future the results of negative record checks in security cases may be handled by stamping a copy of the request "No Record" and returning this copy to the office which initially requested the check. Both the request and copy are to reflect the name of person making check and date of check. Routine leads in security-type cases may be set out directly between offices in the absence of an investigative report without directing the letter to the Bureau. Good judgment must prevail in all instances under this new authorization.

10/5/54

SAC LETTER NO. 54-53

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

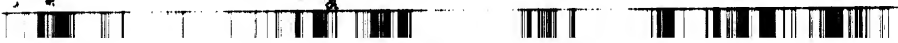
DATE: 10/22/54

FROM :

SUBJECT: SECURITY INDEX

Attached is a proposed letter to the field designed to emphasize the necessity of giving preferred attention to the security cases which relate to potential Security Index subjects.

The original of the attached letter is on Plastipate and is being maintained by Mr. Room , Extension . The latter should be contacted when the attached letter has been approved in order that the original Plastipate may be initialed.





October 23, 1951

Director, FBI (██████████)

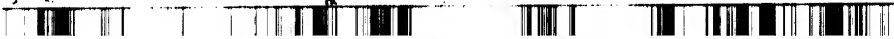
SECURITY INVESTIGATIONS -  
 SUMMARY OF PENDING ACTIVE INVESTIGATIONS  
 CONSIDERING SUBJECTS FOR THE SECURITY INDEX

A review of the September administrative reports from all offices indicated that as of September 30, 1951, there were a total of 28,011 pending active matters in classifications GS, 100 and 105. These matters are being maintained for various reasons other than for conducting investigations to determine whether or not a subject should be recommended for the Security Index. For example, many matters are pending action to conduct interviews, to prepare periodic investigative reports, or to take other action regarding subjects already on the Security Index.

In order that the Bureau can determine the total number of pending active cases in those classifications

2 cc - Albuquerque	2 cc - Milwaukee
2 cc - Anchorage	2 cc - Minneapolis
2 cc - Atlanta	2 cc - Mobile
2 cc - Baltimore	2 cc - Newark
2 cc - Birmingham	2 cc - New Haven
2 cc - Boston	2 cc - New Orleans
2 cc - Buffalo	2 cc - New York
2 cc - Butte	2 cc - Norfolk
2 cc - Charlotte	2 cc - Oklahoma City
2 cc - Cincinnati	2 cc - Omaha
2 cc - Chicago	2 cc - Philadelphia
2 cc - Cleveland	2 cc - Phoenix
2 cc - Dallas	2 cc - Pittsburgh
2 cc - Denver	2 cc - Portland
2 cc - Detroit	2 cc - Richmond
2 cc - El Paso	2 cc - St. Louis
2 cc - Honolulu	2 cc - Salt Lake City
2 cc - Houston	2 cc - San Antonio
2 cc - Indianapolis	2 cc - San Diego
2 cc - Jackson	2 cc - San Francisco
2 cc - Knoxville	2 cc - San Juan
2 cc - Little Rock	2 cc - Savannah
2 cc - Los Angeles	2 cc - Seattle
2 cc - Louisville	2 cc - Springfield
2 cc - Memphis	2 cc - Washington Field
2 cc - Miami	

UNRECORDED COPY FILED IN



the field as of October 31, 1954, in which investigations still remain to be conducted prior to determining whether the subject of the case should or should not be recommended for the Security Index you should be guided by the following instructions.

1. At the time of the preparation of the October administrative report, each office should survey all pending active matters in classifications 65, 100 and 105 in which the office is office of origin to determine the number of cases in which investigations remain to be conducted prior to bringing the case to a status where a final determination can be made whether or not the subject's name should be recommended for the Security Index. Of course, no case should be included in the tabulation in which the subject's name is already included in the Security Index.
2. If all investigation in a case has been completed and the only remaining action is the dictation or transcription of the dictation reporting the completed investigative action necessary to determine whether a subject's name should be included in the Security Index, the case should not be counted in the tabulations requested herein.
3. The tabulations should in no way affect or be included in your regular monthly administrative report but should be submitted to the Bureau by memorandum under the caption "Security Investigations - Survey of Pending Active Investigations Considering Subjects for the Security Index." However, the cases reviewed in this survey shall be those included in the office of origin pending active matters as reported in your October monthly administrative report. The results of this survey should be submitted to reach the Bureau by November 10, 1954.



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: Oct. 21, 1954

FROM :

SUBJECT: SECURITY INDEX - *Cont.*

By letter of September 24, 1954, under the War Plans caption the Bureau instructed Richmond to forward the vital records maintained by that office to Quantico for retention. Included in these records was the then-current copy of the Security Index list, prepared as of September 15, 1954. The purpose of this memorandum is to transmit the current Security Index list, prepared as of October 15, 1954, to Quantico where it should be maintained in the personal custody of the Special Agent in Charge.

RECOMMENDATIONS:

(1) That this memorandum and the attached Security Index list be transmitted to the Special Agent in Charge at Quantico for retention in his personal custody in the safe in his office. This memorandum and the attached list should be transmitted personal and confidential, registered, return receipt requested. (The Security Index list is being retained in Room and may be obtained by the mail room after approval for forwarding to Quantico with this memorandum.)

(2) That upon receipt of the attached list the old list now in his possession be personally destroyed by burning by the SAC at Quantico.

(3) That the SAC at Quantico note hereon that the foregoing action has been taken.

1774

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: October 29, 195

FROM :

SUBJECT: SECURITY INDEX

During the past week 70 cards were added to the Security Index and 25 cards were cancelled, a net increase of 45 cards.

The Security Index count as of today is 26,093.

ACTION:

None. This is for your information.

UNRECORDED  
11-4-54

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 4,  
1954

FROM :

SUBJECT: KEY FACILITIES LIST  
PLANT INFORMANTS

SECURITY INDEX - ADJUSTMENT  
TO KEY FACILITIES LIST

In my memorandum dated August 10, 1954, I advised of the receipt of a new Key Facilities List from the Department of Defense designated KFL (H).

Appropriate state sections were sent to the field as enclosures with SAC Letter 54-42 dated August 17, 1954. Appropriate instructions as to the handling of the Plant Informant Program and the Security Index Program which may be affected by changes in the KFL have previously been issued to the field in SAC Letter 53-12 dated February 3, 1953.

Change No. 1 to KFL (H) has now been received and should be distributed to the field.

RECOMMENDATION:

It is recommended that Change No. 1 of KFL (H) be distributed to the field. (Enclosure is suggested)  
SAC Letter 54-42

OFFICE OF THE ATTORNEY GENERAL • UNITED STATES GOVERNMENT

TO :

DATE: 11/3/54

FROM :

SUBJECT: SECURITY INDEX

The Executives' Conference memorandum of February 17, 1953, approved a suggestion originating with the Los Angeles Office that when Security Index cards were next prepared there be words printed on the reverse side along the left hand margin beside which descriptive data may be entered by the appropriate field office. Approval of this suggestion was based upon the great reduction in the amount of typing necessitated in the field.

It was stated that as of that time there was a large supply of Security Index cards already on hand.

The Statistical Section has advised that they are now ready to begin printing data on the reverse sides of those cards in accordance with the above Executives' Conference memorandum. Attached is a 5 x 8 card containing such printed data which will hereafter be found on the reverse side of all new and amended Security Index cards forwarded to the field. It will be noted that the field will no longer be required to type the words "name," "sex," "race," et cetera.

It appears desirable to call the attention of the field to the foregoing and remind the field that the items listed are not all-inclusive and that they should continue to list on the reverse sides of their Security Index cards with the descriptive data, the information to assist in the apprehension of their subjects. Examples of the latter are, e.g., directions to the subject's residence, the number of minor children and aged dependents who reside with the subject, dangerous characteristics of the subjects, and possession of firearms, when such have come to attention.

RECOMMENDATIONS:

(1) If you approve, there is attached an SAC Letter in line with the above observations.

2) There is also attached for approval proposed changes in the Manual of Instructions, Section 674C, in line with the foregoing.

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 11/5/54

TO :

FROM :

SUBJECT: <sup>0</sup>SECURITY INDEX - general

During the past week 36 cards were added to the Security Index and 21 cards were cancelled, a net increase of 15 cards.

The Security Index count as of today is 26,108.

ACTION:

None. This is for your information.

# Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11/8/54

FROM :

EXECUTIVES CONFERENCE

SUBJECT:

SUGGESTION #949-54  
MADE BY SPECIAL AGENTS  
AND  
NEW YORK OFFICE  
SECURITY INDEX - (C-50)

## SUGGESTION

(1) It is suggested that consideration be given to the enlargement of the Security Index in the following manner:

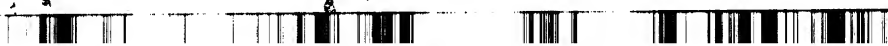
International Business Machine cards be prepared on all Security Index subjects codifying them as to physical description in such a manner that they may be collated on a descriptive basis similar to the manner in which fingerprint cards are collated.

The cards contain a complete description of the individual sufficiently generalized to incorporate persons falling within certain physical categories, i.e., 5' 7" to 5' 9" tall, weight 140 to 150 pounds, different color hair, eyes, whether or not glasses are worn, identifying scars and marks, et cetera, and whether or not photograph is available. Additional identifying data such as places of residence or occupation may also be included.

(2) If feasible, after a trial period of the above suggestion, it is suggested this system be extended similarly to encompass known criminals and the cards could be punched with known identifying data, such as modus operandi, peculiarities, et cetera.

## ADVANTAGES TO SUGGESTION

The suggesting employees feel that adoption of this idea would assist in identifying individuals encountered on surveillances or who are included in informant reports, but whose identities are unknown to surveilling agents or the informants concerned. At present, the suggesters point out that such persons are identified in many instances by a tedious process of reviewing available photographs on Security Index cards or photographs of missing Communists. This process does not preclude the possibility or probability that the individual in question may be from outside the confines of the field office territory; therefore, a photograph of this individual is not even available to the office conducting the investigation.





Memorandum to Mr.

Under the proposed system, a description of an individual can be furnished to the Bureau and within a short period of time the Bureau would be able to advise the interested field office of the identity of persons who might most logically be identical. The field of possibilities would be narrowed quickly and conclusively; in addition, when photographs of these individuals are available it will be possible to furnish copies of them to the interested field office in order that they may eliminate possible suspects and effect an identification. The suggesters believe a system of this nature would enhance the possibilities of identifying individuals who have gone completely underground and who have changed their identities, places of residence, employment, and who have abandoned their past life. Recent experience indicates their number is increasing and at the same time the necessity of speedily identifying these individuals has become of increasing importance. Any impending legislation to outlaw the Communist Party will, if adopted, drive the Party completely underground. Of necessity, the Bureau should be in a position to identify Communist Party members in order to check on their activity. In addition to the above, it is believed a considerable saving of Agent time would be effected.

#### DISADVANTAGES TO SUGGESTION

Mr. [redacted] of the Domestic Intelligence Division is opposed to the adoption of this suggestion for the reasons set out below: (1) Preparation of IBM cards for 26,000 Security Index subjects on hand as of 10/15/54, would be an imposing task; (2) Bureau does not presently maintain physical descriptions on the reverse side of Security Index cards, as required in the field, and for this reason complete descriptive data would have to be procured from the field for preparation of the IBM cards; ~~(duplicate set of Security Index cards to be maintained at Quantico, Virginia, under War Plans will, however, contain descriptive data)~~. (3) Physical descriptions are subject to change, and there have been numerous instances in which Security Index subjects have altered their appearances drastically. This would seriously limit the use of codified physical descriptive data unless augmented by photographs. (4) Mr. [redacted], New York, who states he agrees with SAC [redacted], believes the work involved in following out the suggestion would not merit the end results. If a person did show up in any one field office territory indicating he might under the circumstances be a Security Index subject from another field division territory, it would be necessary for the Bureau to check the individual by description through the IBM cards and thereafter write various offices having Security Index subjects answering such description. These offices would then have to check to determine whether these individual were still in the territory if they were not already known to be

Memorandum to Mr.

missing. SAC does not recommend putting the suggestion into effect. (5) It is not believed the type of individual included in the Security Index is amenable to physical codification on the same basis as criminal subjects. Criminal subjects may be classed according to specific acts of violence committed, establishing modus operandi, with physical characteristics as auxiliary features. With regard to Security Index subjects, reliance must be placed exclusively upon the physical descriptions obtained in most instances under less than ideal conditions.

RECOMMENDATION

Mr. [redacted], Domestic Intelligence Division, is opposed to adoption of this suggestion and recommends it be considered unfavorably for the reasons set out above.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference of 11/8/54, composed of Messrs. [redacted] recommends unanimously unfavorable.